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THE BULLETIN

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Calendar

SPRING TERM—First Session 1968-69

April 11		Last day to make application for admission as a day student, 3:00 p.m.
April 18		Final day to complete all application procedure for admission as a day student, 3:00 p.m.
April 25		Final testing for all new day students 8:00 a.m. (excluding transfers)
May 7		Orientation and Counseling by appointment for new day students and for others not in attendance during 1968-69 Winter Term, 8:00 a.m.-Noon
May 8		Registration by appointment only for all day students
May 9		Registration for all evening students, 7:00-9:30 p.m.
May 9, 12, 13		Classes begin
		Days to correct schedules due to error on (9:00 a.m.-12 noon, day students; 7:00-9:00 p.m., evening students)
May 23		Last day to withdraw from class with a "V"
May 30		Memorial Day holiday
June 6		No student permitted to withdraw from a class after this date
June 20		Final examinations. All grades due in Registrar's office by 4:00 p.m., June 20
June 20		End of First Session

SPRING TERM—Second Session 1968-69

June 2		Last day to make application for admission as a day student, 3:00 p.m.
June 9		Final day to complete all application procedure for admission as a day student, 3:00 p.m.
June 11		Final testing for all new day students, 8:00 a.m. (excluding transfers)
June 23		Orientation, Counseling and Registration by appointment for all new or transfer day students and others not in attendance 1968-69 Winter Term or First Session, Spring Term, 7:30 a.m.-3:30 p.m.
June 23		Registration by appointment for returning day students
June 24		Registration for evening students, 7:00-9:30 p.m.
June 24, 25		Classes begin
		Days to correct schedules due to error on (9:00 a.m.-12 noon, day students; 7:00-9:00 p.m., evening students)
July 4		Independence Day holiday
July 11		Last day to withdraw from class with a "V"
July 25		No student permitted to withdraw from a class after this date
August 5		Final examinations. All grades due in Registrar's office by 4:00 p.m., August 5
August 5		End of Term

FALL TERM—1969-70

July 18		Last day to make application for admission as a day student, 3:00 p.m.
July 31		Final day to complete all application procedure for admission as a day student, 3:00 p.m.
August 1		Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
August 1		Last day to reactivate files for day school
August 11		Instructors report for duty

FALL TERM—1969-70 (Cont'd)

August 12	Orientation and Counseling for Groups I and II Students not in attendance during 1969 Winter or Spring Terms, 7:30 a.m.—3:00 p.m.
August 13	Orientation and Counseling for Groups III and IV Students not in attendance during 1969 Winter or Spring Terms, 7:30 a.m.—3:00 p.m.
August 18, 19, 20	Registration by appointment only for all day students
August 18	Registration for returning evening students, 7:00—9:00 p.m.
August 19, 20	Registration for new and other returning evening students
August 21	Late registration for day students who met all entrance requirements as of July 31, 9:00 a.m. — 12:00 noon. Late registration for evening students 7:00—9:00 p.m.
August 25	Classes begin
August 25—29	Days to correct schedules due to error only (9:00 a.m.—12:00 noon, day students)
August 25—28	(7:00—9:00 p.m., evening students)
September 1	Labor Day Holiday
September 26	Last day to withdraw from class with a "W"
September 26	Last day to complete application for graduation
October 17	Eight Weeks Progress Report Period ends. Grades are due in Registrar's Office Tuesday, October 21, 9:00 a.m.
November 11	Veterans Day Holiday
November 27, 28	Thanksgiving Holidays
November 5	Last day to withdraw with a "WP" or "WF"
	No student permitted to withdraw from a class after this date
November 15—19	Final examinations. All grades due in Registrar's Office on or before 4:00 p.m., December 19.
November 19	End of Fall Term

WINTER TERM—1969-70

January 1	Last day to make application for admission as a day student, 3:00 p.m.
January 8	Last day to complete application procedures as a day student, 3:00 p.m.
January 9	Final testing for all new day students who have not taken the Florida 12th Grade Test or ACT 8:00 a.m. (excluding transfers)
January 9	Last day to reactivate files for day school
January 5	Orientation and Counseling for all day students not in attendance during Fall of 1969, 8:00 a.m. to 3:00 p.m.
January 5	Registration by appointment for returning day students beginning at 1:00 p.m.—4:00 p.m.
January 5	All returning evening students 7:00 p.m.—9:00 p.m.
January 6	Counseling for returning students who failed to get counseled in Fall Term, 1969
January 6, 7	Registration by appointment for all day students
January 7	Registration for all new and returning students who were counseled on January 5 beginning at 1:00 p.m. 2:00 p.m. returning students who were counseled on January 6
January 8	Late Registration for day students 9:00 a.m.—12:00 noon Late Evening Registration 7:00 p.m.—9:00 p.m.
	Classes Begin
January 9, 12, 13, 14	Days for correcting schedules due to error only (9:00 a.m.—12:00 noon; 1:00 a.m.—3:00 p.m. (7:00—9:00 p.m., evening students)
January 11	Last day to withdraw from class with a "W"
January 11	Last day to complete application for graduation
March 4	Eight Weeks Progress Report Period ends. Grades due in Registrar's Office Friday, March 6, 4:00 p.m.

WINTER TERM—1969-70 (Cont'd)

March 27	Easter Holiday
April 22	Last day to withdraw with a "WP" or "W"
April 27—May 1	No student permitted to withdraw from a class after this date Final examinations. Grades due in Registrar's Office by 4:00 p.m., May 1, 1970
May 6	Commencement Exercises

SPRING TERM—First Session 1969-70

April 10	Last day to make application for admission as a day student, 3:00 p.m.
April 17	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 17	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
April 17	Last day to reactivate files for day school
May 7	Orientation, Counseling and Registration appointment for all new or transfer day students and others not in attendance 1969-70 Winter Term
May 8	Late Registration
May 11	Classes begin
May 11, 12	Days to correct schedules due to error or omission (9:00 a.m.—12:00 noon, day students; 7:00—9:00 p.m., evening students)
May 22	Last day to withdraw from class with a "V"
May 22	Last day to complete application for graduation
May 25	Memorial Day Holiday
June 5	Last day to withdraw with a "WP" or "W"
June 19	No student permitted to withdraw from a class after this date Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 19, 1970
June 19	End of First Session

SPRING TERM—Second Session 1969-70

June 1	Last day to make application for admission as a day student, 3:00 p.m.
June 8	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 9	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
June 9	Last day to reactivate files for day school
June 22	Orientation, Counseling and Registration appointment for all new or transfer day students and others not in attendance 1969-70 Winter Term or First Session, Spring Term, 7:30 a.m.—3:30 p.m.
June 22	Registration by appointment for returning day students; Registration for evening students, 7:00—9:30 p.m.
June 23	Late Registration
June 23	Classes begin
June 23, 24	Days to correct schedules due to error or omission (9:00 a.m.—12:00 noon, day students; 7:00—9:00 p.m., evening students)
July 3	Last day to withdraw from class with a "V"
July 3	Last day to complete application for graduation
July 17	Last day to withdraw with a "WP" or "W"
July 31	No student permitted to withdraw from class after this date Final examinations. All grades due in Registrar's Office by 4:00 p.m., July 31, 1970
July 31	End of Term

FACULTY

CKERMAN, KENNETH E.	Chemistry
B.S., Baldwin-Wallace College	
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M.A., Mount Holyoke College	
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M.A., Columbia University	
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M.A., University of Illinois	
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ROSS, ROBERT C.	Dean of Men
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M.Ed., University of Florida	
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C.D.A.	
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M.A., Florida State University	
REZ, FRANK H.	French, Spanish
A.B., M.A., University of Miami	
LLIPS, EMMA J.	English
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Ph.D., Indiana University	
ATT, JOHN W. JR.	English
A.B., Wofford College	
M.A., University of South Carolina	
ENTICE, MAVILENE	Home Economics
B.S., University of Alabama	
M.S., Purdue University	

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B.Mus.Ed., M.Mus.Ed., Indiana University
- PUGH, EDWIN V. Social Scienc
B.S., Geneva College
M.A., University of Pittsburgh
- QUISENBERRY, SARAH M. Physical Educatio
B.S. M.A.E., Murray State College
- RADER, JENNINGS B. Engineering Graphic
A.A., Pfeiffer College
B.A., M.A., George Peabody College for Teachers
- RAMOS, ARTHUR C. Physics, Physical Scienc
B.S., M.A., Middle Tennessee State University
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M.A., Florida Atlantic University
- ROBERTS, BENJAMIN S. Libraria
B.S., Georgetown University
M.A., Florida State University
- ROYALL, WALTER H. Data Processin
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M.A., University of Michigan
- SAMMONS, H. DOUGLAS, JR. Biolog
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A.B., Florida State University
M.A., University of North Carolina
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M.A., Appalachian State University
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B.S., Florida Southern College
M.S., Springfield College
- SWEET, RAYMOND W. Mathematic
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ATE, GEORGE THOMAS, JR. Assistant Director of Business Affairs
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 M.A., University of Florida

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 M.S., University of Mississippi

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 Cortland State University
 Eastman Dental Dispensary

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 Ph.D., Texas A. & M. University

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 M.S., University of Kentucky

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 A.A., George Washington University

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 B.S., Florida A & M University
 M.S.L.S., Atlanta University

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 M.A., Colorado State College

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 M.Ed., University of Rochester

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 B.S., University of Michigan
 M.S., University of Florida

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ITMER, DON C. Chairman, Departments of
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 M.A., University of Alabama
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 M.S., New York University

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 M.S., Florida State University

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A.B., Gettysburg College	
M.S.L.S., Villanova University	
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B.A., M.A., LL.B., University of Tennessee	
YOUNT, ROBERT L.	Mathemat
B.A., University of Iowa	
M.S., Purdue University	

PART-TIME INSTRUCTORS

BILOHORKA, WILLIAM B.	Hotel-Motel M
B.S., Pennsylvania State	
BOOK, BEVERLY W.	Home Econom
B.S., Florida State	
BRUCE, C. NEIL	Data Processi
C. Ind. E.E., Bliss Electrical School	
BRUCE, OWEN D.	Data Process
Indiana University	
CAREW, MARJORIE P.	Social Scier
B.A., M.A., Florida Atlantic University	
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B.S., Youngstown University	
M.S., Westminster College	
DROLSHAGEN, JOHN E.	Account
B.S., University of Detroit	
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A.A., Palm Beach Junior College	
Albany State Teachers College	
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HAWKEN, JOHN W.	Mathema
B.S., Florida Southern	
M.A.T., Emory University	
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B.S., Tri-State College	
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B.E., University of Pittsburgh	
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Jamestown University	
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B.A., Mt. St. Joseph College	
PANOS, GEORGE C.	Surveying Technol
R.L.S.	
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A.A., Palm Beach Junior College	
B.A., Florida Atlantic University	
ROSENBERG, MARVIN M.	Dental Hygi
D.D.S., N.Y.U. College of Dentistry	
SANDEFER, AARON E.	Data Proces
Howard College	
WALTERS, JOHN C.	Relig
A.B., Stetson University	
B.D., Southwestern Baptist Theological Seminary	

EMERITUS FACULTY

MARY SUSAN ALBERTSON	Chairman, Biology Dept. 1933-1963
B.S., Cornell University; M.A., Columbia University	
ACHEL F. CROZIER	Dean of Women 1938-1963
B.S.E., University of Arkansas; M.A., University of Florida	
ROGENE A. GROSS	Chemistry, Physics 1933-1956
B.S., Georgia State College for Women; M.A., Johns Hopkins University	
ANA K. JENSEN	Chairman, Art Dept. 1948-1964
B.S., M.A., Diploma of Fine Arts, Columbia University	
ARIAN F. MORSE	Psychology, Social Studies 1934-1955
A.B., Smith College; M.A., Florida State University	
LIZABETH S. REYNOLDS	Librarian 1945-1963
B.A., Florida State University; B.A., in L.S., Emory University	

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UTH BROFFT	Bookstore Manager
LAUDE A. EDWARDS	Director of Physical Plant
LLIAM C. EGAR	Programmer
LAND M. HODGKINS	Coordinator of Purchasing
NATHAN W. KOONTZ	Coordinator of News Bureau and Information Services
A.B., High Point College	
M.A., Columbia University	
DREW J. MEADOR	Systems Analyst
BARRY ROGERS	Controller
A.A., Palm Beach Junior College	
B.S., Florida State University	
ORGE R. SCHNEIDER	Programmer

OFFICE STAFF

th I. Aaltonen	Accounting Machine Operator I
bara R. Belleman	Clerk-Typist I
ice S. Blakeney	Apprentice Key Punch Verifier Opr.
th E. Brower	Clerk-Typist I
ce S. Burger	Secretary I
nn M. Bush	Supervisor of Tab Equipment
ta C. Campbell	Clerk-Typist I
ncy Y. Campbell	Auditing Clerk
becca J. Cates	Receptionist-Clerk II
ty L. Childers	Secretary II
anne F. Creighton	Clerk-Typist I
ry K. Crocco	Clerk-Typist I
een A. Dahlberg	Clerk-Typist I
bel H. Depew	Clerk-Typist I
nee T. Dickens	Library Clerk II
ha L. Dover	Clerk-Typist II
elyn Dower	Clerk-Stenographer I
bara A. Erickson	Semi-Skilled Tab Equipment Operator
y E. Fecitt	Secretary I

OFFICE STAFF—(Cont'd)

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Sue Frazier	Secretary
Mary Ann Giel	Clerk-Typis
Bonnie I. Griffin	Secretary
Edna M. Hardy	Clerk-Typis
Marjorie L. Harmeyer	Duplicating Center Supervis
Bernice E. Hull	Payroll Cler
Jane Joffre	Library Cler
Bonnie G. Johnson	Clerk-Typis
Shirley J. Johnson	Library Cler
Dorothea Z. Kahle	Clerk-Typis
Lois G. Kaskey	P.B.X. Operat
Anna Mae Kiger	Clerk-Typis
Barbara J. Liberman	Clerk-Typis
June O. Luce	Clerk-Typis
Mary J. Martin	Clerk-Stenographe
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Deloria M. McMillan	Assistant Bookstore Manag
Mildred E. Niesz	Clerk-Typis
Elizabeth H. Nobis	Secretary
Patricia D. Palmer	Clerk-Typis
Eileen D. Porter	Payroll Cler
J. Elizabeth Ramsey	Clerk-Stenographer
Bertha L. Rand	Clerk-Typist
Marie C. Roberts	Library Cler
Alice D. Rudy	Secretary
Lena C. Silber	Clerk-Typis
Joyce A. Smith	Secretary
Mary L. Smith	Clerk-Typis
Marion W. Southard	Clerk-Typis
Marilyn K. Stowers	Apprentice Accounting Machine Op
Sharon D. Swafford	Property Records Coordinat
Loretta P. Taylor	Bursar-Cash
Arlene Tiddens	Clerk-Typis
Zoe C. Walter	Library Cler
Betty L. Watson	Clerk-Typis
Wilma T. Weigel	Bookkeep
Marilyn K. Whetzel	Department Technici
Helen K. White	Library Technici
Vera C. Williams	Library Cler
Edna D. Wilson	Administrative Assistant to Registr
Caroline Wiseman	Clerk-Typis
Earlene S. Witman	Clerk-Typis
Irma M. Wolstencroft	Cashier-Cle
Norma A. Woodyard	Secretary
E. Joy Zimmerman	Dental Research Clinic Cle



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THE CAMPUS



The Palm Beach Junior College campus is on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to Lake Osborne.

The first planning for the campus, in 1955, occurred at a time when architectural thought leaned to widely spread buildings and open vistas, and by 1963 it took a brisk walk to cross the entire campus in the ten minutes between classes.

Architectural experts, in a master plan for the campus accepted in 1964, found places for all future buildings within the perimeter already set, and added paved parking



lots on three sides. The plan called for three phases, and two of them are completed except for a new Administration Building and a Food Service addition to the Science Building to completed in 1969.

Implementation of the third phase will be slower. The attention of the college planners is now focused on a second campus, for which the site has already been purchased in the northeastern part of Palm Beach County. The better service offered a community student body through the multi-campus community college idea will take precedence over final completion of the present campus.

History

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 2 acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport.

In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found a permanent campus.

Two years later Dr. Leonard retired, and the college came under the direction of its current president, Dr. Harold C. Manor.

An era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students, when it moved into its permanent campus, to more than 5,000 students in the fall of 1968.

The college continued and strengthened its role in preparation of students for the upper division of colleges and universities and its excellent academic reputation; but at the same time developed many specialized, business, technical and professional courses designed to be completed in one or two years. It is estimated that 35 percent of the students now enrolled do not plan college work beyond that they can obtain at PBJC.

The college has expanded rapidly into almost full use of its first permanent campus and is currently engaged in planning for a second campus, in the northern part of Palm Beach County.

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal guardianship of the Palm Beach Junior College District Board of Trustees.

om its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December, 1947, it became the first junior college in Florida to be supported by funds from the state el.

graduates have achieved many distinctions. It is note-worthy that the first two en to head the division of the State Department of Education dealing with junior leges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger d Dr. Lee G. Henderson.

Philosophy

alizing that securing a college education presents a complex and significant oblem to many of its area citizens, and that the opportunity to attain that ucational goal may, without a community-centered institution, be denied many these people, Palm Beach Junior College is dedicated to meeting the demands for o years of higher education. Palm Beach Junior College seeks to insure the maxi- um in personal educational service to the individual student at a minimum cost, t the benefit of the individual, of the nation, and of society in its effort to hieve its hope for the future.

Purposes

le philosophy, purposes and functions of Palm Beach Junior College have grown t of the needs and nature of the community, the needs and desires of citizenry, d the belief that all people who wish to should have the opportunity to continue yond high school, a program of general education, to prepare for entrance to ne field of employment or to prepare for further study in a senior college or iversity.

ce the demands of society and the needs of individuals require post-high school ucation for an increasing number of our population, the College has devised and es to maintain a program to prepare the citizenry (a) for effective living as rsons and members of a family; as members of the state and world and (b) for cations in which they can make their greatest contribution to society and in ich they can gain personal satisfaction and security. In trying to meet the needs its people and to implement its philosophy, the College has several specific and rticular purposes:

3. The College endeavors to provide the needed curricula in four general areas of instruction.

1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.

- a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
 - b. It provides pre-professional studies for admission to professional schools.
2. It has a program of general studies directed at the production of well informed, competent citizens who can function effectively as members of family, a community, a state and a democratic nation—a program that serves both social and individual needs.
 3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program also includes liberal arts study to aid him in gaining civic competence and personal adequacy.
 4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational needs of the area—both individuals and enterprises.
- II. The College seeks to promote in its constituency many desirable qualities.
1. It strives to develop qualities of maturity, leadership and ability to participate in group efforts.
 2. It aids in the acquisition of desirable ethical, moral and esthetic values, attitudes and sensitivities.
 3. It helps in the acquirement of knowledge, skills and social and intellectual competencies.
 4. It strives to develop a proficient and informed citizenry.

Accreditation and Memberships

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges and the Florida Association of Colleges and Universities.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Evening Classes

Evening classes at Palm Beach Junior College serve as an extension of the day program. Most of the instructors in the evening are full-time faculty members. The textbooks, instructional procedures and classroom time are the same as during the day. Library, bookstore and counseling services are available to evening students.

Most of the evening courses meet one night a week; a few meet two nights a week. Courses may be taken on a credit or non-credit (audit) basis. Adults 21 years of age or older may audit courses without having graduated from high school.

A separate bulletin listing the courses offered in the evening is published in January, March, July and November. To obtain a copy of the bulletin or for further information contact the Registrar's office, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.



Student Activities

Intercollegiate Athletics

Palm Beach Junior College offers Intercollegiate competition for men in Basketball, Baseball, Golf and Tennis. Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the program operates. The Athletic Program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

Intramural and Recreational Activities

Intramural and Recreational activities are sponsored by the Department of Health and Physical Education with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating a particular contest.

Assemblies

A full series of lectures, musical and dramatic productions, and other professional assembly programs are provided by the college and the Student Government Association.

College Reading Center

In addition to the Reading Emphasis sections in basic freshman English Communications, the College Reading Center provides a free program for all students who wish to improve their reading skills—comprehension and speed, vocabulary and study techniques. As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The College Reading Center is open from 7:30 A.M. till 3:30 P.M. each day. The program is available for all students during the fall and winter terms.

Student Personnel Services

Placement Tests

Palm Beach Junior College uses the Florida state-wide placement test for placement purposes. Florida seniors will normally meet this requirement by taking this test during their senior year in high school. Score reports will automatically be available for all Florida seniors who took the test during or after the 1967-68 school year. Test results prior to 1967-68 will not be accepted.

out-of-state students or others who have not taken the Florida state-wide test may either appear on campus on the final testing dates listed on the calendar in this catalog to take the required test, or submit scores prior to acceptance from the ACT (American College Testing Program) which is given nationally. Students planning to enter Fall Terms should take ACT in October.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

Orientation

Days are set aside for the orientation program at the beginning of each term. Entering students will have an opportunity to hear department heads discuss the various college programs and will make arrangements for a time and date for academic advisement. Student leaders will also discuss the various activities held on the college campus.

Academic Advisement

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a certain major, as well as graduation from College. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

Individual Counseling

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, AD-5, the Student Personnel Office and Student Activity Center.

Evening Counseling Service

A professional guidance counselor will be available in the main office (Registrar's Office) to provide counseling services for evening students.

Housing

A list of available housing may be obtained from the Student Housing Office, Student Personnel Department, upon request. Students and their parents are advised to investigate thoroughly all housing facilities before undertaking any obligation. The College has no dormitory facilities and has no responsibility for agreements between landlords and students. Students living away from home MUST complete the Residence Survey Form upon registering.

Student Health Services

The following services are available in the Student Personnel Office:

- Health Counseling by appointment

- First Aid treatment only

- Handicapped parking in various areas of the campus

- Student Accident Insurance applications and claim forms

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.

Food Service

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in the county schools.

Job Placement

Placement services include listings of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job opportunities are posted in the Job Placement office, Student Activity Center, on Departmental bulletin boards, in the Main Office for Evening Students, and frequently appear in the daily Bulletin.

Insurance

The College recommends that all students purchase student insurance. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

Student Handbook

All rules, regulations and policies pertaining to student conduct and eligibility for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a student-faculty committee works on the handbook in order to assure sound policies with which to operate to the best advantage for student welfare.

Student Financial Aid

Palm Beach Junior College has a financial aid program to assist qualified and deserving students to obtain an education. Three types of aid are available: scholarships, loans and student assistantships. Applications and information may be obtained from the office of the Director of Financial Aid in AD-2.

Scholarships

A limited number of scholarships are awarded each year by the Palm Beach Junior College Scholarship Committee. In order to qualify for one of these scholarships an applicant must be enrolled or accepted for enrollment as a full-time student carrying at least 12 credit hours, have at least a "C" average and show evidence of need. Applications and a required financial statement should be submitted at least two weeks before the beginning of the term in which the scholarship is to be used.

Following is a list of the scholarships for the 1967-1968 academic year which were administered through the office of Financial Aid. Organizations which did not go through the Scholarship Committee or notify the Committee of awards made directly to students may not be listed.

Mr. and Mrs. Allert

Alpha Delta Kappa-Iota Chapter

Alpha Kappa Alpha-Zeta Tau Omega Chapter

American Association of University Women—Gulfstream Branch

American Legion Auxiliary—Department of Florida

American Legion Auxiliary—Riviera Beach Unit 268

American Scandinavian Foundation

Anchor Club of Palm Beach High School

SCHOLARSHIPS (Cont'd)

L. M. Anderson Dental Supply Company
Anonymous Donor
Mr. and Mrs. W. B. Barron
Baseball Commission
Bethesda Memorial Hospital Woman's Auxiliary
Broward County Dental Society Auxiliary
Business & Professional Woman's Club of Belle Glade
Business & Professional Woman's Club of Boca Raton
Business & Professional Woman's Club of Lake Worth
Fred Calder
The Charmettes, Inc.
Civitan Club of Lake Worth
Civitan Club of Southboro—Robert B. Watkins Scholarship
Jr. Civitan-Civinettes Club of Lake Worth High School
Copeland Sausage Company
Coterie Club of the Palm Beaches
Sidney Davidson Memorial Scholarship
dePeyster Foundation
Watson B. Duncan, III
Delta Kappa Gamma—Theta Chapter
Elks National Foundation
Exchange Club of Lake Worth
Exchange Club of West Palm Beach
Finlandia Foundation
Florida Hotel & Motor Hotel Association—Statler Foundation
Florida Restaurant Association—Palm Beach Chapter No. 2
Forest Foundation—Mr. Walter Godsoe
Fort Lauderdale High School Miscellaneous Scholarship
Alice Francis Memorial Scholarship—Palm Beach High School
Fraternal Order of Police—Lodge No. 2 West Palm Beach
Future Teachers Club of Riviera Beach High School
Future Teachers Club of Seacrest High School
Cardinal Gibbons High School—Fort Lauderdale
Glades Cooperative Educational Fund
Glades Electric Cooperative, Inc.
Gold Coast Senior Golf League
Grimes Foundation
Holt High School Honor Society—Holt, Alabama
Howard Johnson's of Florida, Inc.
Mrs. Harriett Healy
Insurance Women of Palm Beach County
Junior Woman's Club of Boynton Beach
Junior Woman's Club of Lake Worth
Keep Seacrest First Club—Seacrest High School
John F. Kennedy Memorial Hospital Auxiliary
Key Club of Forest Hill High School
Key Club of Palm Beach High School
Keyettes of Forest Hill High School
Mrs. Gertrude Kiefer
Kings Daughters—Fidelis Circle
Kings Daughters—Helpful Circle
Kiwanis Club of Boca Raton—Edward G. Newell Scholarship
Kiwanis Club of Bradenton
Kiwanis Club of Clewiston
Kiwanis Club of Delray Beach
Kiwanis Club of Lake Weir, Inc.
Kiwanis Club of Lake Worth—Karl Easton Memorial
Kiwanis Club of Lantana

SCHOLARSHIPS (Cont'd)

Kiwanis Club of Riviera Beach
Kiwanis Club of Southside West Palm Beach
Kiwanis Club of West Palm Beach
Lake Worth Playhouse
Lions Club of Lake Worth
Lions Club of North Palm Beach
Lions Club of Rivier Beach
Lions Club of Southside West Palm Beach
McArthur Dairy
McCrory Corporation
March of Dimes
Betty Lou Crawford Mason Trust Fund
Katherine Menk Scholarship—Palm Beach High School
Miss Florida Pageant
Moore Haven High School Alumni Association
Mizell-Faville-Zern Funeral Home
Music Department Scholarships
National League of American Pen Women
National Secretaries Association—Palm Beach Chapter
National Secretaries Association—Pompano Beach Chapter
New Jersey Division of Veterans Services
Norman's
Northeast High School Juniorette Club Scholarship
Northeast High School Senior Work Day Scholarship
Oneida-Kenwood-Sherrill Migrant Committee Scholarship
Palm Beach County Principals' Association
Palm Beach County Assistant Principals' and Deans' Association
Palm Springs Jaycees
Palm Beach voiture 40 et 8
Mrs. Ruth Parker
Pilot Club of the Palm Beaches
Pompano Beach High School Work Day Scholarship
Raux Restaurant Auxiliary
Reitzel Scholarship-U.S. Post Office-West Palm Beach
Bert Reynolds Scholarship
Rinker-YMCA Scholarship
Rotary Club of Boynton Beach
Rotary Club of Boca Raton
Palm Beach Rotary Foundation, Inc.
Rotary Club of West Palm Beach—Red Whittington Scholarship
Ruth Royal Scholarship
Royale Woman's Club of Boca Raton
S.S. Providencia, Inc.
Secretary's of Seacrest Scholarship Fund
Sinawik Club of Lake Worth
Soroptimist Club of Lake Worth and Lantana
John W. Stokes Research Foundation
Taylor's Funeral Home
Teen Age Center of Boca Raton
Temple Israel Men's Club
United Daughters of the Confederacy-Thomas Benton Ellis Chapter
United Daughters of the Confederacy-Margaret Mitchell Chapter
Vanguard Club
VanWert Associated Charities
V.F.W. of Lake Worth—Post 3588
V.F.W. of Lake Worth—Fred & Jean Lambert Scholarship
Wallrich Carpets, Inc.

SCHOLARSHIPS (Cont'd)

Weber Dental Manufacturing Company
Wien Foundation
Woman's Club of Belle Glade
Woman's Club of Boynton Beach
Woman's Club of Delray Beach
Woman's Club of Deerfield Beach (EESF)
Woman's Club of Lake Worth
Woman's Club of Lantana—(Casuarina)
Woman's Club of West Palm Beach
Mrs. Harry Yarborough
Zonta Club of Lake Worth
Zonta Club of the Palm Beaches

Scholarships for Specific Programs

ART

COTERIE CLUB OF THE PALM BEACHES. An art supplies scholarship for an art major.
NATIONAL LEAGUE OF AMERICAN PEN WOMEN. Art supplies for an art major.

ATHLETICS

A number of grants-in-aid are available to those who are eligible to compete in varsity athletics. Athletes should contact the Athletic Director or the athletic coaches.

DATA PROCESSING

dePEYSTER FOUNDATION. For a Data Processing major with a high academic average.

DENTAL

L. M. ANDERSON MEMORIAL SCHOLARSHIPS. Two awarded by the Advisory Committee of the Department of Dental Hygiene and Dental Laboratory Technology with recommendations of the staff of the Dental Health Department.

BROWARD COUNTY DENTAL SOCIETY AUXILIARY SCHOLARSHIP. Available to residents of Broward County.

EDUCATIONAL TRUST FUND FROM THE AMERICAN DENTAL ASSOCIATION. Several \$800 scholarships based on high academic achievement.

MIAMI DENTAL AUXILIARY SCHOLARSHIP FUND. Available to residents of Dade County.

PALM BEACH COUNTY DENTAL SOCIETY, DENTAL EDUCATION LOAN FUND. Loans available on the basis of need, character and ability.

PAWLEY SCHOLARSHIP. \$450 awarded by the State Dental Committee

EDUCATION

DELTA KAPPA GAMMA, THETA CHAPTER. For a female sophomore resident of Palm Beach County.

PALM BEACH COUNTY PRINCIPALS' ASSOCIATION. For residents of Palm Beach County.

PALM BEACH COUNTY ASSISTANT PRINCIPALS' AND DEANS'. For residents of Palm Beach County.

PALM BEACH COUNTY COUNCIL OF PTA'S. Scholarship based on the State Scholarship Examination. Resident of Palm Beach County.

TEL—RESTAURANT AND FOOD SERVICE

following donors provided scholarships in 1967–68 for full time students majoring in the Tel-Motel program:

Florida Hotel and Motor Hotel Association Trust Fund—Statler Foundation
Florida Public Utilities
Palm Beach County Restaurant Association
RAUX Restaurant Auxiliary
Mrs. Harriet Healy

W ENFORCEMENT

INTERNAL ORDER OF POLICE LODGE NO. 2. Two \$250 scholarships for a Police Lance Major.

PALM BEACH COUNTY ASSOCIATION OF CHIEFS OF POLICE. For residents of Palm Beach County.

GENE ELLIS MEMORIAL SCHOLARSHIP. \$300 for residents of Palm Beach County.

SIC

FLORIDA ATLANTIC MUSIC GUILD SCHOLARSHIP. A \$250 scholarship awarded annually to a music major with exceptional talent. Recipient selected by audition.

LAKE WORTH SOROSIS SCHOLARSHIP. The sum of \$150 is granted to the music department to assist worthy students with their applied music courses fees. Selection of students is determined by their talent and need of assistance.

MUSIC STUDY CLUB OF WEST PALM BEACH. A scholarship of \$100 for a music major. The award is based on talent and determined by audition.

PALM BEACH PHILHARMONIC ORCHESTRA. \$300 is awarded to an instrumentalist majoring in music and who is a member of the Philharmonic Orchestra.

THE PALM BEACH COUNTY MUSIC TEACHERS ASSOCIATION, THE ST. CECILIA MUSIC STUDY CLUB, and various anonymous donors provide funds to assist worthy students in applied music fees.

RSING

AMERICAN LEGION AUXILIARY OF RIVIERA BEACH MEMORIAL UNIT 268. For a son or daughter or child of a veteran.

THESDA MEMORIAL HOSPITAL WOMEN'S AUXILIARY. Several scholarships in health related fields.

JANEY DAVIDSON MEMORIAL SCHOLARSHIP. Recipient must practice nursing in John F. Kennedy Hospital one year for each year scholarship is used.

DISTRICT 40 NURSES ASSOCIATION SCHOLARSHIP. For student in the south Palm Beach County area.

JOHN F. KENNEDY MEMORIAL HOSPITAL LADIES AUXILIARY. Recipient must practice nursing in the John F. Kennedy Hospital upon graduation.

PALM SPRINGS JAYCEES, INC. For residents of Palm Springs.

THE SANDERS MEMORIAL SCHOLARSHIP. \$250 for a student from Lake Worth or immediate surrounding area.

State Scholarships

STATE SCHOLARSHIPS FOR NURSING. General Scholarships for the Preparation of Nurses available to eligible students on the basis of a competitive examination held each October. Awards are \$300 a year for two years for which the recipient agrees to practice nursing in the State of Florida for a specific period of time following graduation.

STATE SCHOLARSHIPS FOR TEACHING. In order to encourage students to prepare for the teaching profession a number of scholarships of \$600 a year are awarded on the basis of a competitive examination held each October. Winners agree to teach in Florida schools one year for each year the scholarship is used.

STATE SCHOLARSHIPS FOR TEACHERS OF EXCEPTIONAL CHILDREN. \$600 a year for the Junior and Senior year. Based on a competitive examination for Sophomores held each October. Winners agree to teach in Florida schools one year for each year the scholarship is used.

STATE VOCATIONAL REHABILITATION SCHOLARSHIPS. The Rehabilitation Section of the State Department of Education provides limited assistance for those persons who are physically handicapped. Applicants should contact the Director of Vocational Rehabilitation, 205 Datura Street, West Palm Beach, Florida.

Loans

AMERICAN ITALIAN CLUB LOAN. Limited loans are available for use in upper division. Students must be residents of Palm Beach County.

COLLEGE STUDENT LOAN. A loan fund has been established to permit a student to borrow from \$10 to \$50 on an emergency basis. Loans are made only to students who are in good standing and cannot be used for registration fees. Freshmen must wait until after progress reports are issued to be eligible. Loans must be repaid one week before examinations of the term in which the loan is made.

FLORIDA STUDENT SCHOLARSHIP LOAN. Students who have been bona fide residents of the State of Florida for at least three years may borrow up to a maximum of \$1200 a year for fees, books and housing. Interest at 4 per cent begins after graduation.

FEDERALLY INSURED LOANS. Through Federal assistance loans up to \$1000 a year are available through the student's local banks after approval by the college. Students must be citizens or nationals of the United States and carry at least one half of the full time academic load at the college.

SERVICE CLUB LOANS. A number of loan funds are available from various clubs and organizations in the community. Information may be obtained from the Director of Financial Aid.

STUDENT GOVERNMENT LOANS. Loans of varying amounts are available to Palm Beach Junior College Graduates for use in upper division. They are granted on the basis of academic achievement and need.

Student Assistantships

ASSISTANTSHIPS. A number of campus jobs are available to students who may not qualify for the Federal Work Studies Program.

COOPERATIVE-EDUCATIONAL PROGRAM. Jointly sponsored by the College of Southern Bell Telephone and Telegraph Company, afford students the opportunity of working full-time during the Winter Term (earning \$1200-\$1500), and continuing their studies during the Fall and Spring Terms.

FEDERAL WORK STUDIES. This program permits eligible students to work in jobs on campus up to fifteen hours a week at \$1.25 per hour, (\$1.30 after Feb., 1969). Applications should be submitted at least two weeks before the term begins in the fall. A financial statement will be required.

Scholarships for Graduates

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN. A \$100 gift scholarship to a girl graduate with at least a "B" average who plans to attend a AAUW approved college.

R. BLICHER, two awards. A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.

VIN W. CAMPBELL MEMORIAL SCHOLARSHIP. A \$1000 gift scholarship awarded annually by First Federal Savings & Loan of West Palm Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1000 for the senior year if winner has successful junior year. Preference is given to students planning to pursue upper division study in a Florida state-supported college or university.

AND JENSON CONSULTING ENGINEERS, INC. A \$200 scholarship to a graduating sophomore who plans to enroll in a school of engineering at the college or university of his choice.

SEY & GRIFFITH, INC. A \$800 gift scholarship awarded every other year in honor of the company's customers to a graduating sophomore on basis of achievement and need. Restricted to those going to a Florida state-supported college.

DEES OF WEST PALM BEACH. A \$500 gift scholarship awarded to a male who resides in West Palm Beach. Awarded on basis of scholastic promise, financial need and personal worth of graduate.

FOR WOMAN'S CLUB OF NORTH PALM BEACH. \$1000 gift scholarship, renewable for an additional \$1000 for the senior year if winner has successful junior year.

LAKE WORTH AMERICAN LEGION POST NO. 47. \$500 gift scholarship, renewable, to Lake Worth High School graduate who is a permanent Lake Worth resident needing financial assistance.

LAKE WORTH ART LEAGUE. \$100 to graduating sophomore majoring in art.

MEDICAL SOCIETY OF PALM BEACH COUNTY. Two \$800 gift scholarships to students planning to complete training for medical career.

PALM BEACH CHAPTER OF FLORIDA ENGINEERING SOCIETY & LADIES AUXILIARY. \$500 gift scholarship to student accepted in a Florida school of engineering.

PALM BEACH COUNTY SCHOLARSHIP FOUNDATION. To graduates entering upper division.

PERSONNEL ASSOCIATION OF PALM BEACH COUNTY. First term tuition and fees at a university to a male student majoring in business administration or personnel.

REYNOLDS SCHOLARSHIP FUND. An undesignated amount to sophomore graduate to pursue drama study.

STUDENT GOVERNMENT. Four scholarships of an undesignated amount, two based on academic achievement and need, and two based on service to the college. No restrictions to be placed on college or university attended.

Student Body Organizations

Student Government

The management of student activities is vested in the Executive Council of the Student Government Association along with the elected Senate. Two faculty advisors are appointed each year by the President of the College.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Council any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

Honorary Organizations

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a national arts and sciences honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

PHI RHO PI. Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

PHI RHO PI ALUMNI CHAPTER. Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

SIGMA EPSILON MU. This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average and a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

Student Publications

THE BEACHCOMBER. The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

THE GALLEON. The Galleon, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

EDIA. Students are urged to submit contributions to Media, the college literary magazine. Poetry, short stories, essays, short plays are always needed. Subject matter is unrestricted. Material submitted is judged solely by a student editorial board. Interested students are given an opportunity each fall to become a member of this board. Media is published in the spring of each year. Material should be submitted from September until January 30, the earlier the better.

STUDENT CALENDAR. The Student Government Association compiles and distributes to students upon registering, a calendar of important college events.

Special Interest Groups

ALUMNI ASSOCIATION. All former students who have earned credit at Palm Beach Junior College are eligible to become members of the Alumni Association. The Association, under the guidance of a President and an Executive Board, do many things to assist the college in its various functions such as financial assistance for students, job placement, both part-time and full-time for students, and general assistance in Open House and other community-wide activities.

AMATEUR RADIO CLUB. The Sunburst Amateur Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

ART CLUB. All students attending the college who are interested in art are eligible for membership in this club. The purposes are to further individual art interests through group activities, such as art exhibits, craft groups, photography, including dark room work, and to uphold high artistic standards on campus.

CHESS CLUB. Organized in 1962, the Palm Beach Junior College Chess Club welcomes anyone who is interested in the fine game of chess. The club sponsors student chess tournaments and its team plays matches with other chess clubs in the area.

CIRCLE K CLUB. Organized at Palm Beach Junior College in 1952, Circle K is the largest service organization in existence. Locally sponsored by the Southside Kiwanis Club of West Palm Beach, the members of Circle K work cooperatively with all interested groups to promote the betterment of the college and community. Circle K is open to all men enrolled at Palm Beach Junior College and provides an excellent opportunity for leadership experience in service activities.

WOMEN'S SERVICE CLUB. A women's service club sponsored by the Palm Springs Civitan Club, chartered in 1964, gives young women the opportunity of serving the college and community. This club is a sister organization to the men's group, the Collegiate Civitans.

CIVITAN CLUB. Sponsored by Civitan International, Collegiate Civitan is composed of young men interested in both community and school service.

COLLEGE SINGERS. Membership in the College Singers is open to all students who like to sing. A varied program of choral music is studied and performed.

CONCERT BAND. Membership in the Concert Band is open to all qualified students who enjoy music and performance of a wide variety of standard band literature.

BUSINESS CLUB. The Florida Association of Managerial Education is an affiliate of the Post-Secondary Education of the Distributive Education Clubs of America. The Palm Beach Junior College Chapter's objective is to develop leadership in the field of retailing, marketing, and management through meaningful chapter activities. Membership is open to interested business students.

FLORIDA COLLEGIATE ACADEMY OF SCIENCES. The Palm Beach Junior College Chapter of the Florida Collegiate Academy of Sciences was organized in June, 1958. Its purpose is to promote the acquisition and exchange of information in the fields of mathematics, physical, biological and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

FOREIGN LANGUAGE CLUB. The Foreign Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to languages and culture of French and Spanish-American nations.

FORENSICS. This is an activity, not an organization. The college carries on a full range of speech activities both on the intramural and the intercollegiate level. These activities include Oral Interpretation, Debate, Reader's Theatre (at least two full-scale productions a year), Poetry Reading, Persuasive, and Entertaining Speaking, as well as others. Training sessions are held when necessary and competition is open to all regularly enrolled students in good academic standing.

K-ETTES. Sister organization to Circle K, K-ettes is a service club of female students who are dedicated to providing practical means for enduring friendships, to rendering service, and to building better communities.

MATURE STUDENTS CLUB. Students returning to school after a few years will find a congenial atmosphere in the Mature Students Club. This group meets twice a month for discussion of the profit, the pleasures, and the problems involved in college life. Day and evening students are welcome.

M.E.N.C. The Student chapter of the Music Educator's National Conference is open to students interested in music. Opportunities are made available for professional development through participation in programs, clinics, and social affairs.

POLITICAL UNION. The Political Union is a non-partisan, student organization dedicated to the advancement of the study of government and politics. Membership is open to all students. Dinner meetings are held each term at which outstanding political personalities are featured. It is an affiliate of the Florida Center for Education in Politics, members of the Political Union participate in sponsored research, regional and state conferences, and field trips.

RELIGIOUS GROUPS. The college endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college life. Various religious organizations are formed from time to time by groups from the student body.

SAIL CLUB. A campus organization for all students who are interested in sailing. Its aim is to teach non-sailors, make boats available to sailors, and have Palm Beach Junior College entries in regattas here and elsewhere in the Gold Coast area.

STAGE BAND. Membership in this select group is through audition. The stage band performs music of the contemporary popular and jazz style. All members must be enrolled in Concert Band with the exception of piano, bass, and guitar.

STUDENT EDUCATION ASSOCIATION. This is a pre-professional organization composed of students interested in the teaching profession. The John I. Leonard Campus Chapter is affiliated with the Florida Education Association and the National Education Association and is open to interested students upon the payment of required dues. The local chapter seeks to provide members with opportunities for developing personal growth and professional competencies and to provide experiences which will interest capable students in teaching as a career.

STUDENT NURSES ASSOCIATION. The membership is composed of students enrolled in the Nursing curriculum. The group meets monthly and is organized for the purpose of further development of a sense of personal, professional, and social responsibility.

VETERANS ASSOCIATION. Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity. The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

SOCIAL CLUBS

Palm Beach Junior College has the following social organizations: Philo, Thi Del and Tri Om for women and Phi Da Di, Alpha Phi Delta, and Chi Sig clubs for men.



General Regulations

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Methods of Admission

CERTIFICATE OF GRADUATION

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

STATE HIGH SCHOOL EQUIVALENCY CERTIFICATE

Legal residents of Florida who are at least 20 years of age may qualify for the certificate upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Veterans who complete GED tests while on active duty are also eligible for the Equivalency Certificate on the same basis as the non-veteran. **The diploma must be in the Registrar's office before admission will be granted.**

Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

The final decision on admission rests with the Registrar.

Advanced Placement

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a state-wide agreement.

Military Service Credits

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Institute (USAFI) courses.

edit is not granted for USAFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an equivalency Diploma from a state department of education.

Transfer Students

Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.

Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.

Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.

The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.

Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they must file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.

Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.

Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "C" or higher. Courses on the transcript which carry a grade of "D" or lower, will not be accepted for credit but are considered in calculating quality point average for student standing and for meeting graduation requirements.

Admission Procedures

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. ADMISSION FORMS

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the resident affidavit notarized (page 4 of application form), forward complete application to the Registrar, together with two identification photographs (approximately 2" x 2"), and a \$10 check or money order made payable to Palm Beach Junior College, BEFORE processing the other forms. The \$10 earnest fee is not refundable but will be applied on fees at time of registration.

2. TRANSCRIPTS

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College.

If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

3. PHYSICAL EXAMINATION

Fill out the medical form on one side, sign it and have the other side filled out and returned to the Registrar by a licensed medical doctor or osteopath.

4. PLACEMENT TESTS

In order to be eligible for registration, a student must either (1) have taken the Florida Statewide Twelfth Grade Tests given to all Florida high school seniors since 1967 or (2) take the tests at the college on the date designated in the college calendar or (3) submit scores on the ACT (American College Testing Program) which is given nationally in October, December, February, April and July.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

5. ACCEPTANCE

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

Specialized Programs

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

NURSING

Applicants are required to submit a photostatic copy of birth certificate with official seal.

eshmen whose placement scores put them in both remedial mathematics and remedial English, and students who score 150 or less on the twelfth grade placement test shall be required to complete one year as regular students before being admitted to the Nursing Program.

Students on academic probation shall remove this probation before being admitted to the Nursing Program.

A student, by virtue of academic failure, is required to drop the Nursing course, she shall be readmitted to the program one time. After the second such academic failure the student shall be readmitted to the Nursing sequence within a minimum period of approximately five years.



DENTAL HYGIENE

Applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February; (2) have dental examination, results of which are recorded on form furnished by college; (3) be a woman student and resident of Florida; (4) have a personal interview with staff of Dental Hygiene Department; (5) complete all requirements by April 1 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).

DENTAL ASSISTING

Applicants must (1) have dental examination, results of which are recorded on form furnished by college; (2) be a woman student; (3) have a personal interview with staff of Dental Assisting Program.

DENTAL LABORATORY TECHNOLOGY

Applicants must (1) successfully complete the dexterity test administered by the Dental Laboratory staff; (2) have a personal interview with staff of D.L.T. Program.

PBJC Fees

All fees are due at the time of registration. Personal checks may be accepted for the amount of fees due. It is suggested that the student bring two checks to registration: One for registration fees and one for books.

Application Fee \$10.

This "earnest" fee is required at the time of application. It is not refundable but will be credited to the student's fees at the time of registration.

Fees for Full-Time Students

IN-DISTRICT STUDENTS

(See Student Classifications, Page 49)

	Per Term
Matriculation Fee	\$75
Student Activity Fee (Fall and Winter Terms)	15

OUT-OF-DISTRICT STUDENTS

Tuition Fee	\$37
Matriculation Fee	75
Student Activity Fee (Fall and Winter Terms)	15

OUT-OF-STATE STUDENTS

Tuition Fee	\$150
Matriculation Fee	75
Student Activity Fee (Fall and Winter Terms)	15

Fees for Part-Time Students

MATRICULATION & TUITION FEES	IN-DISTRICT	OUT-OF-DISTRICT	OUT-OF-STATE
1-3 semester hours inclusive . . .	\$22.50	\$ 33.75	\$ 45.00
4-8 semester hours inclusive . . .	45.00	67.50	90.00
9 semester hours inclusive . . .	67.50	101.25	135.00
*10-11 semester hours inclusive (includes activity fee).	82.50	116.25	150.00

Fees for Spring Term Students

Students enrolling for the Spring Term will be charged fees according to schedule of Fees for Part-Time Students.

Student Activity Fee (Spring Term, each six-weeks session) \$2
(This \$2.50 fee will be charged to each student enrolled in five or more hours in each session and does not cover the cost of the College annual.)

*Students carrying less than 10 semester hours are entitled to a student activity card by paying the student activity fee of \$15.00. Students carrying 10 or more hours must pay an activity fee of \$15.00 each term they are enrolled. (See exception above for Spring Term.)

Special Fees

PHYSICAL EDUCATION FEES

bowling	18.79
Water Skiing	25.00
Life Saving & Water Safety	3.75
Golf	13.00

* Fees are subject to change.

GROUP AND INDIVIDUAL MUSIC FEES

C 121, 122, 221, 222 Applied Music—Instrumental (One 1/2 hour private lesson a week)	\$22.50
C 123, 124, 223, 224 Applied Music—Instrumental (Two 1/2 hour private lessons a week)	45.00
C 226 Brass Techniques	15.00
C 227 Woodwind Techniques	15.00
C 228 String Techniques	15.00
C 229 Percussion Techniques	15.00
C 131, 132, 231, 232 Applied Music—Voice (One 1/2 hour private lesson a week)	22.50
C 133, 134, 233, 234 Applied Music—Voice (Two 1/2 hour private lessons a week)	45.00
C 141, 142 Class Voice (Class lessons, 2 class hours weekly)	15.00
C 151, 152, 251, 252 Class Piano (Class lessons, 2 class hours weekly)	15.00
C 161, 162 Class Guitar	15.00

Fees to cover the cost of instruction and materials for short, non-credit courses will be announced with each such course.

SCCELLANEOUS FEES

Transcript Fee	\$1.00
Two transcripts, whether partial or final, are furnished free of charge. Additional transcripts will not be issued until this fee is paid.	
Special Term Examination Fee	3.00
Special Announced Test Fee	2.00
Package Card Fee	2.50
Graduation Fee	5.00
This fee is payable at the beginning of the last term prior to graduation and is not refundable.	
State Registration Fee	5.00

Special Workshop Fees as announced for each Workshop.

OTHER INDIVIDUAL PROGRAM COSTS

Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. The approximate minimum cost for the uniforms, equipment and materials for these specialized programs are as follows. Cost of these items may be purchased at the college bookstore.

Nursing students	\$ 25.00
Dental Hygiene students	\$225.00
Engineering students	50.00

REFUNDS

Students who withdraw from college within the first five class days of any term, (except Spring Term) not including days set aside solely for registration, will be reimbursed eighty per cent of the tuition and fees. The student withdrawing must notify Registrar.

STUDENT ACTIVITY FEE

A student activity fee, paid at the beginning of each term by each student who is taking ten or more hours, is administered by the Executive Department of the Student Government Association and is used to defray expenses connected with maintaining the following activities: intercollegiate athletics, intramurals, College newspaper, College annual and such special activities as may be sponsored by the College. Payment of this fee entitles the student to be admitted free to most programs and social activities of the College.

Federal Education Benefits

VETERANS ADMINISTRATION

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act, should apply to the St. Petersburg Regional Office well in advance of registration. Application forms may be secured from the V.A. Regional Office or the College Registrar's office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. Upon certification by the College and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

14 or more semester hours	Full time
10 to 13 semester hours	3/4 time
7 to 9 semester hours	1/2 time
1 to 6 semester hours	Fees only

Six semester hours is full time for each six-week session of the Spring Term. Semester hours and the number of standard class sessions determine full, three-quarter and half time eligibility for a six-week session.

A person claiming benefits and eligible to receive a monthly subsistence check, should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected about the 10th of each month.

A veteran's dependent claiming benefits under Title 38, chapters 33 or 35, is also cautioned that it is his responsibility to sign the appropriate certification form by the end of each term and mail to V.A. Regional Office.

SELECTIVE SERVICE

The Selective Service System requires the student to fill out a written request for deferment on SSS Form 104 and file it with his local board. The college is required to submit a SSS 104 (Enrollment Certificate) to local boards for every male full-time undergraduate student at the beginning of each academic year. Upon receipt of these two forms, the local board will normally classify the student 11-S (deferred because of student status).

To be considered as "satisfactorily pursuing a full-time course of instruction", an undergraduate student who is taking a four-year course should earn 25 per cent of the credits required for the baccalaureate degree at the end of his first academic year, 50 per cent at the end of his second academic year, and 75 per cent at the end of his third academic year. The student's academic year includes the 12-month period following the beginning of his course of study. If his academic year begins August 26, 1967, deferment should expire August 25, 1968; if it begins January 8, 1969, deferment should expire January 7, 1970. Briefly stated, a registrant, to qualify for classification 11-S, should complete a two-year course within 24 months after his original enrollment.

udent is considered full-time if he takes a minimum of 12 semester hours of credit work. (A student previously taken here for which the student has already received credit and a grade of C- but is repeating to earn a transferable grade, may not be included in the 12 hours.) It is noted that a student cannot take the minimum of 12 hours a term unless he attends three semesters per year.

A student at college is required to report any changes during the year (1) from satisfactory to unsatisfactory, (2) from full-time to part-time, (3) withdrawal from college, (4) graduation. Students desiring further information should inquire at the Registrar's Office.

SOCIAL SECURITY

Social security law provides benefits up to age 22 to children whose parent on whom they are dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. (For explanation of "full time" see paragraph 2 under Selective Service.)

Probationary Status

A student must maintain a satisfactory scholastic standing or be placed on probation, in order to remain enrolled in Palm Beach Junior College. A student must have a cumulative point average of:

1.4 or better for 1 through 14 semester hours attempted

1.6 or better for 15 through 27 semester hours attempted

1.8 or better for 28 through 45 semester hours attempted

2.0 or better for over 45 semester hours attempted or be placed on probation.

A student on probation is limited in his load to 12 semester hours for any regular school year and to five semester hours for each six-week session of the Spring Term.

To remove probation, a student must earn sufficient quality points to bring his cumulative point average up to the standard set for that number of semester hours. If he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours, or an average of 2.0 on all work attempted in the immediate term.

A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not.

A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation.

Probation will be figured at the end of each school term (December, May, August.) A committee on probation will be appointed by the President to pass on appeal cases. Suspension is automatic; students with questions should see the Registrar.

Student Classifications

OUT-OF-STATE STUDENTS

A student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as an out-of-state student and be subject to the out-of-state tuition fee of \$150 per term.

Employees of the Board of Public Instruction who are themselves students at PBJC and who wish to request a waiver of this out-of-state tuition fee may obtain the proper form from the County Superintendent's Office or from the College.

OUT-OF-DISTRICT STUDENTS

A student is considered an out-of-district student when he (or, if a minor, his parents, parent or guardian) has had his place of bona fide permanent residence for the preceding twelve months in the State of Florida but not the preceding six months in Palm Beach County immediately preceding his registration at Palm Beach Junior College.

Employees of the Board of Public Instruction who are themselves students at PBJC and wish to request a waiver of this non-district tuition fee may obtain the proper form from County Superintendent's Office or from the College.

IN-DISTRICT STUDENTS

A student is considered an in-district student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida, Palm Beach County or any other Florida county which supports a public junior college for at least twelve months immediately preceding his registration at Palm Beach Junior College. Legal papers proving guardianship must accompany the applications of students claiming in-district classification through a legal guardian.

SOPHOMORE AND FRESHMAN

A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed more than twenty-eight hours of credit, he is a freshman.

REGULAR AND SPECIAL

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. Although advanced and repeat-D courses carry no credit, they are counted as part of the student's load in figuring probation and maximum load allowed. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but are not required to take tests or examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he is registered for credit in the course.

Attendance

CLASS ATTENDANCE

A student must attend all classes and laboratories for which he is registered. Absence involves scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

WITHDRAWALS

A student who finds it necessary to withdraw from any course must secure from the Guidance Office a withdrawal form, have it properly filled out and signed. This procedure must be followed if the student expects to receive an honorable dismissal. A student who withdraws from any class within the time limit specified for official drops will be marked "Withdrawn with no grade recorded." A student who withdraws from school or from any class after the specified time limit will be given a WP (withdrew passing) or WF (withdrew failing) by the instructor in each of the classes from which he withdraws.

Initial steps for withdrawal from college are begun through the Dean of Men or Dean of Women for day students and through the Evening Counselor for evening students. The withdrawal form must be taken by the student to certain designated departments for checking out purposes.

ABSENCE FROM EXAMINATIONS

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

Grading

GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A—Excellent	I—Incomplete
B—Good	W—Withdrew
C—Fair	WP—Withdrew Passing
D—Poor but Passing	WF—Withdrew Failing
F—Failure	AU—Audit
XF—FAILURE for Excessive Absence	NC—Non-credit Course

QUALITY POINTS

At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

GRADE REPORTS

Grade reports are sent to students twice a term. The only grades officially recorded are those reported at the end of a term or session.

DEAN'S LIST

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Dean's List for that term. Students enrolled in the Spring Term will be eligible for the Dean's List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).

STUDENT LOAD

First-time students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 12 semester hours during the 12-week Spring Term. Students on academic probation are limited to 12 hours (see page 49).

Policies

STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

STUDENT RECORDS

All official records of a student's work are recorded in the Registrar's Office.

Palm Beach Junior College releases a student's records to all institutions at a student's written request. Official records are available to any Government representative (properly identified i.e. FBI, Social Security and Armed Forces investigators). Written requests from parents are honored by sending an unofficial transcript of a student's work currently on file.

Students having unpaid accounts to the college will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript for any student whose account with the college is delinquent.

PREREQUISITES

A student who registers for any course for which he has not completed the pre-requisite will be required to drop the course.

REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the college. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

REPEATED COURSES AND ACADEMIC AVERAGE

A student's average will include grades on all work attempted. When a course is repeated, either a "D" or "F" grade, both the original grade and the repeat grade will be used in determining the student's average.

Repeat "D" courses are counted in student load but will not be counted for G.I. Bill, Social Security, or Selective Service requirements.

No student may repeat a course in which he has previously earned a grade of "C" or better except on an audit basis.

INCOMPLETE GRADES

Incomplete grades are changed to "F" automatically if not made up within 2 weeks after end of term.

CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade of "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course towards one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.

CERTIFICATION AND RECENCY OF CREDIT

Palm Beach Junior College maintains an up-to-date approved list of courses offered which will apply towards certification and/or recency of credit for teachers. It is the responsibility of the individual teacher to insure that courses desired meet individual requirements. These individual requirements must be resolved with the Florida State Department of Education.



How To Choose Your Program



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How to Choose Your Program

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing the formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read carefully the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the five one-year programs offered by the college. Most will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts.

Non-Degree Programs

Only five non-degree programs are offered at Palm Beach Junior College. Information on the One-Year Stenographic course may be found on page 87. The one-year program, Dental Assisting, is outlined on page 100. Computer Operator is outlined on page 95. Computer Tester is outlined on page 106. Retail sales-clerical is outlined on page 87. A certificate is awarded upon successful completion of these courses.

Many students have limited or specific goals which do not require degrees or certification. They may register for one or more courses in evening or day classes. Counseling is available, if needed, for these individual non-degree programs.

Associate in Science

The degree of Associate in Science is awarded upon successful completion of a two-year Specialized, Business, Technical or Professional Program approved by the college. The aim of the A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with the degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?" is, "More than two years," you should make your selection of program from the list below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation of a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

GRADUATION REQUIREMENTS FOR A. S. DEGREE

Students who wish to graduate from Palm Beach Junior College must fulfill the seven requirements listed under the general heading "Graduation Requirements" on page 59. Students are expected to complete all the courses in the program in which they are registered.

GENERAL EDUCATION REQUIREMENTS FOR A. S. DEGREE *

Students must complete the specific courses in General Education listed below:

I COMMUNICATIONS		6 hours
EH 101, 102, Freshman Communications	6	
V SOCIAL SCIENCES		6 hours
SS 101 Social Institutions	3	
AND		
SS 102 Political Institutions	3	
OR		
PL 201 American National Government	3	
OR		
HY 201 United States History to 1865	3	
VI HEALTH		2 hours
HH 101 Personal & Community Hygiene	2	

(Note: This requirement may be waived by satisfactorily passing a standard written Health examination. If waived these 2 hours must be earned in approved courses.)

*It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students who fail to meet all A.A. degree requirements for General Education sometimes choose the A.S. degree as an alternate. See "Alternate or Second Degree" following "Associate In Arts".

Associate in Arts

If you have any intention of going to college for four years, you should choose a course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record achieved by PBJC students in four-year colleges and universities throughout the U.S. abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

All state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two terms of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the seven steps under the general heading "Graduation Requirements" on p. 59. Students bear the primary responsibility for meeting all these requirements.

GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

You must complete a minimum of 36 semester hours of work, with EACH course grade A or better, in the seven subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog, but even if a student is using one of these programs, it is important for him to realize that he must make a "C" on each of the subjects used to meet the general education requirement, as well as a cumulative "C" (2.0) for all subjects, in order to graduate.

Area I	COMMUNICATIONS	6 Hours
	EH Freshman Communications	6
Area II	MATHEMATICS	3 Hours
	MS 106 Mathematics for General Education or higher	3
Area III	NATURAL SCIENCES	7 Hours

TWO OF THE FOLLOWING

BY 101-103	General Biology; Gen. Biology Lab.	4
BY 102-104	General Biology; Gen. Biology Lab.	4
*CY 101	General College Chemistry	4
CY 102	General College Chemistry And Qualitative Analysis	4
PH 201	General Physics	4
PH 202	General Physics	4
PH 205	General Physics with Calculus I	4
PH 206	General Physics with Calculus II	4
PS 101	Survey of Physical Science	3
PS 102	Survey of Physical Science	4

*CY 100 Introduction to Chemistry may be substituted for CY 101. (Only one of the two may be applied to the General Education program.)

Area IV	HUMANITIES	5 Hours
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ONE OF THE FOLLOWING

EH 201	English Literature to 1660	3
EH 202	English Literature after 1660	3
EH 203	World Literature to 1600	3
EH 204	World Literature after 1600	3
EH 205	American Literature to 1865	3
EH 206	American Literature after 1865	3

AND ONE OF THE FOLLOWING

AT 110	History and Appreciation of Art	2
AT 115	History and Appreciation of Art (Foreign Study)	3
AT 210	Interior Design I	2
AT 215	History of Art I	3
AT 216	History of Art II	3

Area V SOCIAL SCIENCES 6 Hours

SS 101	Social Institutions	3
	and	
SS 102	Political Institutions	3
	or	
PL 201	American National Government	3
	or	
HY 201	United States History to 1865	3

Area VI HEALTH 2 Hours

HH 101	Personal & Community Hygiene	2
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(Note: This requirement may be waived by satisfactorily passing a standard written Health examination. If waived these 2 hours must be earned in approved courses from the list of electives below.)

Area VII ELECTIVES (from the list below) 7 Hours

Total 36 Hours

Electives must be selected from **two** of the following areas.

Area I: COMMUNICATIONS

FH 101	Elementary French	3
FH 102	Elementary French	3
FH 213	Conversational French	2
FH 214	Conversational French	2
GN 101	Elementary German	3
GN 102	Elementary German	3
IN 101	Elementary Italian	3
IN 102	Elementary Italian	3
LC 101	The Art of Thinking	3
SH 101	Elementary Spanish	3
SH 102	Elementary Spanish	3
SH 213	Conversational Spanish	2
SH 214	Conversational Spanish	2
SP 101	Fundamentals of Speech	3
SP 102	Public Speaking	3
SP 203	Oral Interpretation	3

Area II: MATHEMATICS

MS 111	College Algebra or higher	3
BA 110	Applied Mathematics of Finance	3

Area III: NATURAL SCIENCES

BY 101-103	General Biology; Gen. Biology Lab.	4
BY 102-104	General Biology; Gen. Biology Lab.	4
BY 156	Microbiology	3
BY 203	Genetics	3
BY 205	Experiments in Genetics	1
BY 211	Botany	4
By 221	Horticulture	3
CY 101	General Chemistry	4
CY 102	General Chemistry	4
PH 201	General Physics	4
PH 202	General Physics	4
PH 205	General Physics with Calculus I	4
PH 206	General Physics with Calculus II	4
PS 101	Survey of Physical Science	3
PS 102	Survey of Physical Science	4

Area IV: HUMANITIES

AT 110	History and Appreciation of Art	2
AT 210	Interior Design I	2
AT 215	History of Art I	3
AT 216	History of Art II	3
EH 201	English Literature to 1660	3
EH 202	English Literature after 1660	3
EH 203	World Literature to 1600	3
EH 204	World Literature after 1600	3
EH 205	American Literature to 1865	3
EH 206	American Literature after 1865	3
FH 201	Intermediate French	3
FH 202	Intermediate French	3
FH 270	French Literature	3
FH 271	French Literature	3
GN 201	Intermediate German	3
GN 202	Intermediate German	3
MC 110	Music Appreciation	2
PI 101	Introduction to Philosophy	3
PI 102	Major Moral Theories	3
SH 201	Intermediate Spanish	3
SH 202	Intermediate Spanish	3
SP 103	Introduction to the Theater	3
SP 104	Techniques of Dramatic Art	3

Area V: SOCIAL SCIENCES

BA 204	Economics	3
GY 101	Elements of Geography	3
HY 101	Ancient and Medieval Civilizations	3
HY 102	Modern Civilization	3
HY 201	United States History to 1865	3
PL 201	American National Government	3
PY 201	General Psychology	3
SS 102	Political Institutions	3

Alternate or Second Degrees

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from PBJC. This can be done, but requires 15 additional credits beyond the first degree earned, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed all requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted in this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar will certify on the transcripts of these students that general education requirements have been completed. Such a procedure does not allow the conferring of a second degree unless a total of 15 credit hours have been earned beyond those required for the first degree.



Graduation Requirements

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or Associate in Science degree rests with the student.

Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P.E. activity credit will be allowed.

The last fifteen semester hours of credit must be earned in residence, and the student must be in attendance during the term in which the degree is earned.

A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.

All regular students will be required to complete four semester hours in a physical education activity and it is recommended that students enroll in a physical education activity each term until requirement is met. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, students enrolled in evening classes only during the last term before graduation, and students enrolled in the one-year programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.

Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.

Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.

General Education requirements as specified under Associate in Science and Associate in Arts above.

Help in Making Your Choice

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objective. Students fall into major groups, and these two groups go for help to different members of the faculty.

STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty of the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized that the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

Departments and Majors

ART

Architecture (A.A.)		Pa
Art for Advertising and Industry (A.S.)		
Art Teacher (A.A.)		
Commercial Art (A.A.)		
Craftsman (A.A.)		
Fine Art (A.A.)		
History of Art (A.A.)		
Interior Design (A.A.)		
Photography (A.A.)		

BIOLOGY

Bacteriology (A.A.)	
Biology Teacher (A.A.)	
Conservation (A.A.)	
General Biology (A.A.)	
Marine Biology (A.A.)	
Medical Assistant (A.S.)	
Plant Sciences (Agriculture) (A.A.)	
Pre-Lab Technology (A.A.)	
Science Education (A.A.)	
Zoology (A.A.)	

BUSINESS

Accounting (A.A.)	
Business Administration (A.A.)	
Business Teacher (A.A.)	

Clerical Practice (A.S.)	81
Economics (A.A.)	81
Educational Secretary (A.S.)	82
Executive Secretary (A.S.)	83
Food Service Management (A.S.)	84
General Business (A.S.)	85
Hotel-Motel Management (A.S.)	85
Insurance (A.A.)	81
International Trade (A.A.)	81
Legal Secretary	83
Management (A.A.)	81
Medical Secretary (A.S.)	83
Real Estate (A.A.)	81
Retailing (Management and Merchandising) (A.S.)	86
Retail Sales—Clerical (One Year, Non-Degree)	87
Sales and Marketing (A.A.)	81
Stenographic (One Year) (Non-Degree)	87

MISTRY

Chemistry (A.A.)	93
Chemistry Teacher (A.A.)	93
Pre-Dental (A.A.)	93
Pre-Medical (A.A.)	93
Pre-Pharmacy (A.A.)	93

A PROCESSING

Computer Operator (One Year)	95
Data Processing (A.S.) (A.A.)	96

TAL HEALTH SERVICES

Dental Hygiene (A.S.)	98
Dental Laboratory Technology (A.S.)	99
Dental Assistant (non-degree)	100

INEERING TECHNOLOGY AND PHYSICS

Air Conditioning and Refrigeration Technology (A.S.)	104
Astronomy (A.A.)	109
Building Construction (A.A.)	105
Civil Surveying Technology (A.S.)	105
Computer Tester (certificate program) (one year)	106
Drafting and Design Technology (A.S.)	106
Electrical Distribution Technology (A.S.)	107
Electronics Technology (A.S.)	107
Engineering (A.A.)	108
Geology (A.A.)	109
Industrial Arts (A.A.)	109
Meteorology (A.A.)	109
Physics (A.A.)	109

LISH

Creative Writing (A.A.)	117
English (A.A.)	117
English Teacher (A.A.)	117
Journalism (A.A.)	117
Liberal Arts (A.A.)	117
Public Relations (A.A.)	117
Speech Teacher or Speech Therapist (A.A.)	117
Speech-Drama (A.A.)	117

FOREIGN LANGUAGES

Foreign Languages (A.A.)	12
Foreign Language Teacher (A.A.)	12

HEALTH AND PHYSICAL EDUCATION

Health Education (A.A.)	12
Occupational Therapy (A.A.)	12
Physical Education (A.A.)	12
Physical Therapy (A.A.)	12
Recreation (A.A.)	12

HOME ECONOMICS

Clothing and Textiles (A.A.)	12
Dietetics (A.A.)	12
Fashion (A.A.)	13
Home Economics Teacher (A.A.)	12
Homemaker (A.S.)	13

LIBRARY

Librarian (A.A.)	13
Library Technology (A.S.)	13

MATHEMATICS

Mathematician (A.A.)	13
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Physical Education	125
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Pre-Medical	93
Pre-Ministry	150
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Public Relations	111
Psychology-Guidance	150
Real Estate	81
Recreation	121
Sales and Marketing	81
Science Education	74
Social Science	148
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How To Use This Section

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to be able to examine a program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

1. Turn to your department.

Suppose you have discovered by reading the lists in the preceding section that the course Art for Advertising and Industry are listed in the Art Department. Turn to your department; it is in alphabetical order in this section.

2. Note the names of your advisors.

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

3. Check your major.

The list of majors is meant as a quick reference. Yes, Art for Advertising and Industry is one of the major areas in the Art Department.

4. Find your program.

Note that Art for Advertising and Industry has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the section under that title in the preceding section.

5. Examine the Program and look up your courses.

Note that under Course Prefixes at the beginning of the Art Department you will find the letters AT. This means that only courses with the AT designation are taught by the art faculty, and the description of all these courses follows immediately after the last of the Art Department programs.

But EH 101 and 102 are not to be found there. EH courses, (first and last letter of English), are to be found following the programs in the English Department. PE, (Physical Education), HH, (Health), are to be found in the Health and Physical Education Department.

Prefix Subject and Department

You may wish to consult the reference list below in order to understand the prefixes which, along with a course number, positively identify each course. Reference to this list may help you locate course descriptions that are not in your department. The list shows the prefix, the subject the prefix indicates, and the department under which a course description will be found.

PREFIX	SUBJECT	DEPARTMENT
AC	Air Conditioning	Engineering Technology and Physics
AT	Art	Art
BA	Business Administration	Business
BE	Business Education	Business
BY	Biology	Biology
CL	Civil Surveying	Engineering Technology and Physics
CY	Chemistry	Chemistry
DA	Dental Assisting	Dental Health Services
DG	Drafting	Engineering Technology and Physics
DP	Data Processing	Data Processing
DS	Dental Health Services	Dental Health Services
DT	Dental Technology	Dental Health Services
EG	Engineering	Engineering Technology and Physics
EH	English	English
EL	Electronics	Engineering Technology and Physics
EN	Education	Social Science
FH	French	Foreign Languages
GN	German	Foreign Languages
GY	Geography	Social Science
HC	Health Care	Nursing
HE	Home Economics	Home Economics
HH	Health	Health and Physical Education
HR	Hotel-Restaurant Management	Business
HY	History	Social Science
IN	Italian	Foreign Languages
JM	Journalism	English
LC	Logic	English
LT	Library Technology	Library
MC	Music	Music
ML	Materials	Engineering Technology and Physics
MS	Mathematics	Mathematics
NG	Nursing	Nursing
PE	Physical Education	Health and Physical Education
PH	Physics	Engineering Technology and Physics
PI	Philosophy	Social Science
PL	Political Science	Social Science
PO	Police Administration	Social Science
PS	Physical Science	Engineering Technology and Physics
PY	Psychology	Social Science
RG	Retailing	Business
RN	Religion	Social Science
SH	Spanish	Foreign Languages
SP	Speech	English
SS	Social Science	Social Science
TA	Teacher Aide	Social Science



Art

FACULTY: Houser (Chairman), Arant, Gray, Hale, Slatery, Wetherald

MAJORS: Architecture, Art for Advertising and Industry, Art Teaching
Commercial Art, Craftsmen (Ceramics, Industrial Design, Textile), Fine Arts
(Drawing, Painting, Sculpture), History of Art, Interior Design, Photography

COURSE PREFIXES: AT

PROGRAMS:

ART FOR ADVERTISING AND INDUSTRY (A.S.)

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS	CREDIT
				Fall Term	Winter Term
AT 101	Design I			3	
AT 102	Advertising Design				3
AT 103	Drawing I			3	
AT 104	Drawing II				3
EH 101-102	Freshman Communications			3	3
PE	Physical Education			1	1
HH 101	Personal & Community Hygiene			2	
AT 108	Photography				2
SS 101-102*	Social Inst.; Political Inst.			3	3
				15	15

* PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

201-202	Techniques of Advertising & Industry	3	3
215-216	History of Art	3	3
	Physical Education	1	1
203	Painting I	2	
204	Drawing III		3
201	General Psychology		3
Electives		8	4
		17	17

*** Electives in major areas of individual programs.

THE SUGGESTED ELECTIVES:

Art:	AT 105	Ceramics I
	AT 106	Ceramics II
	AT 107	Enameling
	AT 205	Painting II
	AT 210	Interior Design I
Business:	BA 101	Accounting Principles
	BA 110	Business Math
Drafting:	EG 101	Engineering Graphics I
	EG 102	Engineering Graphics II
Drama	SP 105	Fundamentals of Stagecraft
Engineering Graphics:	EG 101	Engineering Graphics I
Home Economics:	HE 106	Elements of Clothing Construction
	HE 201	Clothing Construction
	HE 203	Costume Selecting
Journalism:	JM 101	Writing for Mass Communications
	JM 102	Survey of Communications

CHITECTURE (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
101	Design I		3	
109	Design II			3
103	Drawing I		3	
104	Drawing II			3
101-102	Freshman Communications		3	3
101-102*	Social Inst.; Political Inst.		3	3
111	College Algebra		3	
121	Trigonometry & Analytic Geometry			3
	Physical Education		1	1
			16	16

SOPHOMORE YEAR

215	History of Art		3	
216	History of Art II			3
210	Interior Design			2
201-202	General Physics		4	4
101	Personal & Community Hygiene		2	
	Literature		3	
	Physical Education		1	1
Electives			4	7
			17	17

* PL 201 or HY 201 may be substituted for SS 102.

ART TEACHER (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term
AT 101	Design I		3	
AT 102	Advertising Design			3
AT 103	Drawing I		3	
AT 104	Drawing II			3
EH 101-102	Freshman Communications		3	3
SS 101-102*	Social Inst.; Political Inst.		3	3
PE	Physical Education		1	1
Electives			3	3
			16	16

SOPHOMORE YEAR				
AT 203	Painting I		2	
AT 204	Drawing III			3
AT 108	Basic Photography		2	
AT 109	Design II			3
AT 215	History of Art I		3	
AT 216	History of Art II			3
EH	Literature		3	
MS 106	Math. for General Education			3
HH 101	Personal & Community Hygiene		2	
PE	Physical Education		1	1
	Natural Science		3 or 4	3 or 4
			16-17	16-17

COMMERCIAL ART AND PHOTOGRAPHY (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term
AT 101	Design I		3	
AT 102	Advertising Design			3
AT 103	Drawing I		3	
AT 104	Drawing II			3
EH 101-102	Freshman Communications		3	3
MS 106	Math for Gen. Education		3	
PE	Physical Education		1	1
SS 101-102*	Social Inst.; Political Inst.		3	3
Electives				3
			16	16

SOPHOMORE YEAR				
AT 201-202	Techniques of Advertising & Industry		3	3
AT 108	Basic Photography		2	
AT 204	Drawing III			3
AT 215-216	History of Art I, II		3	3
EH	Literature		3	
HH 101	Personal & Community Hygiene		2	
PE	Physical Education		1	1
	Natural Science		3 or 4	3 or 4
Electives				4
			17-18	17-18

*PL 201 or HY 201 may be substituted for SS 102.

ARTS AND INTERIOR DESIGN (A.A.)

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
101	Design I		3		
109	Design II			3	
103	Drawing I		3		
104	Drawing II			3	
101-102	Freshman Communications		3	3	
101-102*	Social Inst.; Political Inst.		3	3	
	Physical Education		1	1	
Electives			3	3	
			16	16	

SOPHOMORE YEAR

105	Ceramics I		2		
106	Ceramics II			2	
108	Basic Photography			2	
103	Painting I			(2)	
110	Interior Design I		2		
112	Interior Design II			3	
115	History of Art I		3		
116	History of Art II			3	
	Literature		3		
106	Math for General Education		3		
101	Personal & Community Hygiene			2	
	Physical Education		1	1	
	Natural Science		3 or 4	3 or 4	
			17-18	16-17	

ART AND HISTORY OF ART (A.A.)

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
101	Design I		3		
109	Design II			3	
103	Drawing I		3		
104	Drawing II			3	
101-102	Freshman Communications		3	3	
101-102*	Social Inst.; Political Inst.		3	3	
	Physical Education		1	1	
Electives			3	3	
			16	16	

SOPHOMORE YEAR

103	Painting I		2		
105	Painting II			2	
104	Drawing III			3	
115-216	History of Art I, II		3	3	
108	Basic Photography		2		
106	Math for General Education		3		
101	Personal & Community Hygiene			2	
	Literature		3		
	Natural Sciences		3 or 4	4	
	Physical Education		1	1	
Electives				2	
*PL 201 or HY 201 may be substituted for SS 102.			17-18	17	

COURSE DESCRIPTIONS:

AT 101 DESIGN I

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the vocabulary of art and a technical skill in handling the tools of art. 1-4-3*

AT 102 ADVERTISING DESIGN

(Prerequisite: AT 101 Design I). Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3*

AT 103 DRAWING I

A basic course in drawing using gesture, contour, mass, value and structure to develop observation and execution. The figure is emphasized. 1-4-3*

AT 104 DRAWING II

This course is a continuation of AT 103 including linear and aerial perspective with composition being stressed. A variety of media is used. 1-4-3*

AT 105 CERAMICS I

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. Structure and artistic merit are stressed. 0-4-2*

AT 106 CERAMICS II

(Prerequisite: AT 105). A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes. Kiln stacking and firing are required. 0-4-2*

AT 107 ENAMELING

This study includes an analysis of historic and modern practices, exploration, experimentation and individual expression in all enameling techniques with emphasis on professional quality of execution. 0-4-2*

AT 108 BASIC PHOTOGRAPHY

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures. Students apply theory and technique to the making of photographs. 0-4-2*

AT 109 DESIGN II

(Prerequisite: AT 101). Further exploration of the visual principles and elements with emphasis on the third dimension is undertaken. A wide variety of appropriate materials will be used. 1-4-3*

AT 110 HISTORY AND APPRECIATION OF ART

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 2-0-2*

AT 112 ARTS AND CRAFTS

A survey of the fields of arts and crafts as it pertains to recreational activities for the student who expects to teach in a camp or playground is covered. This course is concerned with the application of inexpensive materials and articles, with emphasis on the development of ingenuity, creativity and imagination of the student. 1-4-3*

AT 115 HISTORY AND APPRECIATION OF ART (FOREIGN STUDY)

A survey of the galleries and historic sites of Europe. The conducted tour will spend several weeks in Europe, with a series of preview lectures before departure. A sketch and photographic record and report will be required of students seeking credit. A special fee is charged. 3-0-3* Permission of Instructor is necessary.

* Lecture—Lab—Credit Hours

201 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 102 Advertising Design). Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1–4–3*

202 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 201). Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1–4–3*

203 PAINTING I

(Prerequisite: AT 100 level lab course in Art). This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 0–4–2*

204 DRAWING III

(Prerequisite: AT 103 and AT 104). Continued study of the figure, perspective and composition form the basis for creative procedures. Individual research is required on the part of the student. (A variety of media will be used.) 1–4–3*

205 PAINTING II

(Prerequisite: AT 203). This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 0–4–2*

210 INTERIOR DESIGN I

The aim is to provide the skills, judgment and imagination needed to create beautiful functional, and individual homes and offices. Design, function, materials and furnishings are studied. Appropriate field trips and visiting lecturers are part of the course. This is for the general student to develop personal competence and to serve the art major an introduction to the field of interior design. 1–2–2*

212 INTERIOR DESIGN II

(Prerequisite AT 101, AT 210). An advanced course for the student of Interior Design. Techniques of rendering and experience in handling display are integral parts of the course. The emphasis will be upon the study of interiors from an environmental view. The study of fabrics, materials and accessories are an essential part of the course. 1–4–3*

215 HISTORY OF ART I

Critical analysis of major works of art from pre-historic world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3–0–3*

216 HISTORY OF ART II

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3–0–3*

*Lecture—Lab—Credit Hours

Biology

FACULTY: Gathman (Chairman), Allred, Baker, Butler, Caylor, Gross, Hartman, Holling, Marsteller, Maxwell, McCart, Sammons, Schmiederer

MAJORS: Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Medical Assistant, (Tech), Plant Sciences (Agriculture), Pre-Lab Technology, Science Education, Zoology

COURSE PREFIXES: BY

PROGRAMS:

GENERAL BIOLOGY, BACTERIOLOGY, BIOLOGY TEACHER, MARINE BIOLOGY, CONSERVATION (WILD LIFE), SCIENCE EDUCATION, ZOOLOGY (A.A.)

SUGGESTED CURRICULUM: This is a minimum program. It is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The less well prepared student may have to take some spring term work in order to complete these courses in two years. The same basic courses apply no matter which branch of biology is the student's final goal.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
*EH 101-102	Freshman Communications		6	
CY 101-102	General Chemistry		8	
BY 101-103	Gen. Biology; Gen. Biology Lab.		4	
BY102-104	Gen. Biology; Gen. Biology Lab.		4	
*SS 101	Social Institutions		3	
*PE	Physical Education		2	
MS 111-121	College Algebra; Trigonometry		6	
				33

SOPHOMORE YEAR

BY 201-202	Comparative Vertebrate Anatomy		6	
or				
BY 211	Botany		(4)	
CY 211-212	Organic Chemistry		8	
*EH	Literature		3	
*HH 101	Personal & Community Hygiene		2	
*SS 102**	Political Institutions		3	
BY 203	Genetics		3	
BY 205	Experiments in Genetics		1	
*PE	Physical Education		2	
AT 110	History and Apprec. of Art		2	
or				
MC 110	Music Appreciation		(2)	
Electives			2-4	
				32-34

*Required for A.A. Degree

**PL 201 or HY 201 may be substituted for SS 102



MEDICAL ASSISTANT (A.S.)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	Fall	Winter
			Term	Term
101	Principles of Accounting			3
105-106†	Typewriting		2	2
151-152	Anatomy and Physiology		3	3
101	Freshman Communications		3	
101	Personal & Community Hygiene		2	
103	First Aid			1
100	Introduction to Chemistry		3	
105	Introduction to Chemistry Lab		1	
	Physical Education		1	1
201	General Psychology			3
200	Business Communications			3
101	Nutrition		3	
			18	16

† If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105 and/or BE 106.

SOPHOMORE YEAR

BE 101	Office Practice	3	
BE 204	Medical Transcription		2
BE 205	Advanced Typewriting		2
BY 156	Microbiology	3	
BY 251	Medical Laboratory Procedures	3	
BY 254	Internship		3
BY 255-256	Medical Terminology	3	2
PE	Physical Education	1	1
PY 202*	Personality Development		3
DS 105	Pharmacology	1	
SS 101-102**	Social Inst.; Political Inst.	3	3
		17	16

*PY 203 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

PLANT SCIENCES (AGRICULTURE) (A.A.)

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER	HOURS CRED
BY 101-103	General Biology; Gen. Biology Lab.		4
BY 102-104	General Biology; Gen. Biology Lab.		4
BY 203*	Genetics		3
BY 205*	Experiments in Genetics		1
EH 101-102	Freshman Communications		6
MS 111	College Algebra		3
MS 121	College Trigonometry		3
PE	Physical Education		2
SS 101-102**	Social Inst.; Political Inst.		6
			32

*Students planning to major in the life sciences in the College of Agriculture, University of Florida should not take genetics here.

SOPHOMORE YEAR

CY 101-102	General College Chemistry	8
EH	Literature	3
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
PH 201-202	General Physics	8
AT 110	History & Appreciation of Art	2
MC 110	Music Appreciation	2
***Electives		5
		32

***Suggested Elective, BY 211.

Note: Students planning to study Forestry at the University of Florida should include 204 in the sophomore year.

RE-LABORATORY TECHNOLOGY (A.A.)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlined.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
CY 101-102	General Chemistry		4	4
or CY 100	Introduction to Chemistry	(3)		
CY 101-102	General Biology		4	4
HY 101-102	Freshman Communications		3	3
MS 111-121	College Algebra; Trigonometry		3	3
PE	Physical Education		1	1
SI 101-102*	Social Inst.; Political Inst.		3	3
			18	18

SOPHOMORE YEAR				
CY 202	Quantitative Analysis			4
OC 211-212	Organic Chemistry		4	4
EL	English Literature		3	
PL 201-202**	General Physics		4	4
HA 110	History & Appreciation of Art		2	
or MC 110	Music Appreciation	(2)		
PE	Physical Education		1	1
HY 101**	Personal & Community Hygiene		2	
Elective				4
			16	17

THIRD YEAR				
CY 201-202	Comparative Vertebrate Anatomy		3	3
PS 201	General Psychology		3	
GE 203	Genetics			3
EX 205	Experiments in Genetics			1
MI 156	Microbiology			3
Electives (BE 105,106 and a language)			9	6
			15	16

*PL 201 or HY 201 may be substituted for SS 102.

NOTE: If CY 100 must be taken, BY 102 must be taken in the summer session.

If MS 101 must be taken, then a semester of math must be taken first term, second year.

**May be postponed until the third year if elective is chosen.

COURSE DESCRIPTIONS:

BY 101 GENERAL BIOLOGY LECTURE

The first term of General Biology includes the study of the characteristics, behavior, composition of living protoplasm, the development of the plant kingdom, and an introductory study of heredity.

BY 103, the laboratory, must be taken as a co-requisite unless it has been previously passed. 3-0-3*

BY 102 GENERAL BIOLOGY LECTURE

(Prerequisite: BY 101 and BY 103). The second term of General Biology considers development of the animal kingdom culminating in man.

BY 104, the laboratory, must be taken as a co-requisite unless it has been previously passed. 3-0-3*

BY 103 GENERAL BIOLOGY LABORATORY

Must be taken as a co-requisite of BY 101 unless it has been previously passed. Laboratory work in the use of the microscope, cells, the plant kingdom and genetics. 0-2-1*

BY 104 GENERAL BIOLOGY LABORATORY

(Prerequisite: BY 101 and BY 103). Must be taken as a co-requisite of BY 102 unless it has been previously passed. This laboratory includes observation of representative groups of the animal kingdom. 0-2-1*

BY 151 ANATOMY AND PHYSIOLOGY

An introductory course in the structure and functions of the human body. The organization of the body, characteristics of living matter, and cell activities are studied as well as the skeletal, muscular, and nervous systems. 2-2-3*

BY 152 ANATOMY AND PHYSIOLOGY

(Prerequisite: BY 151 Anatomy and Physiology). This course is a continuation of BY 151. The circulatory, respiratory, digestive, excretory and reproductive systems of the body are studied. The anatomy and physiology of the special senses and endocrine systems are included. 2-2-3*

BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease and economic importance. 2-2-3*

BY 201 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: A grade of "C" or better in BY 102 General Biology). The laboratory includes examination of the protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of chordates. 2-4-3*

BY 202 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: BY 201 Comparative Vertebrate Anatomy). This is a continuation of BY 201. The work in the laboratory includes Necturus and the cat. The lectures deal with higher vertebrates and the systems not treated in BY 201. In addition, some embryology is included. 2-4-3*

* Lecture—Lab—Credit Hours

203 GENETICS

(Prerequisite: BY 101, General Biology). This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3*

205 EXPERIMENTS IN GENETICS

(Co-requisite or Prerequisite: By 203 and permission of instructor). The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1*

211 BOTANY

(Prerequisite: BY 101). A phylogenetic study of the plant kingdom with emphasis on evolutionary, morphological, anatomical, and ecological levels. Laboratory observation and field work will be stressed. 3-3-4*

215 INTRODUCTION TO MARINE SCIENCE

(Prerequisite: BY 102). This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-2-4*

221 GENERAL HORTICULTURE

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed. 3-0-3*

251 MEDICAL LABORATORY PROCEDURES

(Prerequisite: CY 100 and CY 105 or higher. Previous experience will fulfill this prerequisite.) This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching, and other procedures that may be required by the physician. 1-4-3*

254 INTERNSHIP

During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3*

255 MEDICAL TERMINOLOGY

(Prerequisite: BY 151 Anatomy and Physiology or consent of the instructor). The objective of this course is to familiarize the students with the prefixes, suffixes, and principles for making compound medical words, as well as the spelling and definition of words most commonly used in medical practice. 3-0-3*

256 ADVANCED MEDICAL TERMINOLOGY

(Prerequisite: BY 225 Medical Terminology). This course is designed to acquaint the student with medical terminology used in various specialized areas of medicine such as surgery, general medicine, orthopedics, urology or ophthalmology. 2-0-2*

* Lecture—Lab—Credit Hours



Business

FACULTY: Holzman (Chairman), Batson, Dixon, Franklin, Gridley, Hummer, Kane, Ledbetter, Martin, Sears, Smith, Yeaman
FOOD SERVICE MANAGEMENT: Ambrosio
HOTEL-MOTEL MANAGEMENT: Ambrosio
RETAILING: Mullikin, Widdows

MAJORS: Accounting, Business Administration (University Parallel), Business Teacher, Clerical Practice, Economics, Educational Secretary, Executive Secretary, Food Service Management, General Business (Tech), Hotel-Motel Management, Insurance, International Trade, Legal Secretary, Management, Medical Secretary, Real Estate, Retailing (Management and Merchandising), Retail Sales-Clerical (one year), Sales and Marketing, Stenographic (one year)

COURSE PREFIXES: BA, BE, HR, RG

PROGRAMS: Students majoring in Business Teacher, Economics, Insurance, International Trade, Management, Real Estate, Sales and Marketing will follow the program as outlined under Business Administration, (A.A.).

Students majoring in Legal Secretary or Medical Secretary will follow the program outlined under Executive Secretary, (A.S.), with substitutions arranged in counseling.

BUSINESS ADMINISTRATION (A.A.)

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Economics, Management, Sales and Marketing, Business Teacher, Real Estate and Insurance.

GENERAL EDUCATION AND GRADUATION REQUIREMENTS

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
101-102	Freshman Communications		6	
111	College Algebra		3	
	Natural Sciences		7-8	
101-102*	Social Inst.; Political Inst.		6	
101-102	Principles of Accounting		6	
204-205	Principles of Economics		6	
	Literature		3	
208	Elementary Statistics		3	
	Physical Education		4	
110	History & Appreciation of Art		2	
110	Music Appreciation		2	
101	Personal & Community Hygiene		2	
Electives			15	

			63-64	

ELECTIVES

ness Electives should be selected only after you have examined the catalog of the
or division college you plan to attend and have discussed these with your academic
selor.

SUGGESTED BUSINESS ELECTIVES

100	Introduction to Business	3
100	Office Machines	2
102	Basic Computer Theory	3
105**	Typewriting	2
100	Business Communications	3
207-208	Business Law	6
212	Principles of Marketing	3
214	Principles of Salesmanship	3

CLERICAL PRACTICE (A.S.)

The purpose of this curriculum is to prepare the student for employment as clerk-typist.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
100	Introduction to Business		3	
105-106**	Typewriting		4	
101-102 or 110	Freshman Communications		6	
	Physical Education		2	
101-102*	Social Inst.; Political Inst.		6	
Electives			11	

			32	

*PL 201 or HY 201 may be substituted for SS 102.

**If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

SOPHOMORE YEAR

BA 101	Principles of Accounting	3
BA 110	Business Mathematics	3
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 205	Typewriting	2
BE 200	Business Communications	3
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
Electives		12
		32

EDUCATIONAL SECRETARY (A.S.)

This curriculum meets the academic requirements of the professional standards program of the National Association of Educational Secretaries. All eight test areas are thoroughly covered.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDITS
BA 100	Introduction to Business			3
BA 101	Accounting Principles			3
BA 110	Business Mathematics			3
BE 100	Office Machines			2
BE 103-104*	Shorthand			6
or				
BE 206-207	Machine Shorthand	(6)		
BE 105-106*	Typewriting			4
EH 101-102 or 110	Freshman Communications			6
SS 101	Social Institutions			3
PE	Physical Education			2
				32

SOPHOMORE YEAR

BA 204	Principles of Economics	3
BA 209	Florida School Laws and Regulations	3
BA 213	Principles of Supervision for Office Personnel	3
BA 271	Human Relations in Business	3
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 205*	Advanced Typewriting	2
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
PL 201	American National Government	3
PY 201	General Psychology	3
		33

*All typing courses and BE 103 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.



EXECUTIVE SECRETARY, LEGAL SECRETARY, MEDICAL SECRETARY (A.S.)

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BE 103-104**	Shorthand		6	
or				
BE 206-207	Machine Shorthand	(6)		
BE 105-106**	Typewriting		4	
BA 101-102 or 110	Freshman Communications		6	
	Physical Education		2	
BA 101-102***	Social Inst.; Political Inst.		6	
			33	

**The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested elective courses: BE 203, HE 203, and SP 101.

***PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

BA 110*	Business Mathematics	3
BA 204	Principles of Economics	3
BA 207-208	Business Law	6
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 202	Advanced Transcription	3
BE 205	Advanced Typewriting	2
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
		32

*Legal secretaries substitute BE 203 for BA 110.

FOOD SERVICE MANAGEMENT (A.S.)

The Department of Hotel-Motel-Restaurant Management is offering a four-semester program to provide instruction in all areas of food service, with special emphasis on hospital and nursing home food service. Employment opportunities are excellent since Palm Beach County's population of senior citizens is so large and expanding rapidly.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CRED
EH 101-102 or 110	Freshman Communications; Technical Writing	6
HH 101	Personal and Community Hygiene	2
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
HR 102	Introduction to Foods	3
HR 210	Quantity Food Composition & Preparation	3
HE 101	Elements of Nutrition	3
HR 212	Personnel Management	3
BA 101	Principles of Accounting	3
		31

SOPHOMORE YEAR

AT 110	History and Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
HR 118-218	Food Service Practicum	8
HR 211	Purchasing Management	3
HR 214	Food and Beverage Control	2
HR 215	Equipment Use and Maintenance	3
PE	Physical Education	2
SS 101-102	Social Inst.; Political Inst.	6
HR 213	Quantity Food Service	3
HH 103	First Aid	1
Elective		3
		33

GENERAL BUSINESS (A.S.)

This is a two-year terminal course for the student who wants two years of intensified college work in business with a minimum of general education.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
A 100	Introduction to Business		3	
A 101-102	Principles of Accounting		6	
A 110	Business Mathematics		3	
E 100	Office Machines		2	
E 105†	Typewriting		2	
H 101-102 or 110	Freshman Communications; Technical Writing		6	
H 101	Personal & Community Hygiene		2	
E	Physical Education		2	
S 101-102*	Social Inst.; Political Inst.		6	
				32

SOPHOMORE YEAR				
A 204-205	Principles of Economics		6	
A 207-208	Business Law		6	
A 212	Principles of Marketing		3	
A 214	Principles of Salesmanship		3	
E 200	Business Communications		3	
P 102	Basic Computer Theory		3	
E	Physical Education		2	
Electives**			6	
				32

*PL 201 or HY 201 may be substituted for SS 102.

**Suggested elective courses: PY 201, SP 101, LC 101, BE 106, AT 110, MC 110.

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

HOTEL-MOTEL MANAGEMENT (A.S.)

The Hotel-Motel Management curriculum is a mid-management program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the hospitality industry.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
H 101-102 or 110	Freshman Communications; Technical Writing		6	
H 101	Personal and Community Hygiene		2	
R 100	Introduction to Hotel-Motel-Restaurant Management		3	
A 101	Principles of Accounting		3	
R 212	Personnel Management		3	
R 202	Hotel-Motel Housekeeping		3	
E	Physical Education		2	
Y 201	General Psychology		3	
P	Fundamentals of Speech		3	
Electives††			3	
				31

††Electives must be HR 102, 201, 210, or 213.

SOPHOMORE YEAR

HR 118-218*	Hotel-Motel-Restaurant Practicum	8
HR 204	Management Practices in H—M—R	3
HR 207	Legal Problems	3
HR 211	Purchasing Management	3
HR 214	Food & Beverage Control	2
HR 215	Equipment, Use & Maintenance	3
HR 216	Sales Promotion and Advertising	3
PE	Physical Education	2
SS 101-102**	Social Inst.; Political Inst.	6
		33

*University transfer students substitute: MS 106, Natural Science.

**PL 201 or HY 201 may be substituted for SS 102.

RETAILING (MANAGEMENT AND MERCHANDISING) (A.S.)

The Retailing curriculum is a mid-management program. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER	HOURS CRED
BA 212	Principles of Marketing		3
BA 214	Salesmanship		3
EH 101	Freshman Communications		3
PE	Physical Education		2
RG 101	Introduction to Retailing		3
RG 102	Textiles		3
RG 103-104	Intro. to Job & Retail Practicum I, II		6
BA 110	Business Mathematics		3
SS 101-102*	Social Inst.; Political Inst.		6
			32

*PL 201 or HY 201 may be substituted for SS 201.

SOPHOMORE YEAR

BA 101	Principles of Accounting	3
BA 204	Principles of Economics	3
BA 207	Business Law	3
HH 101	Personal and Community Hygiene	2
PE	Physical Education	2
RG 107	Retail Advertising & Promotion	3
RG 108	Retail Management & Personnel Problems	3
RG 111-112	Supervised Job Seminar I, II	6
SP 101	Fundamentals of Speech	3
Electives***		4
		32

***Electives must be from RG 105, 109, or 110.

TAIL SALES—CLERICAL (One Year) Non-Degree

TERM I		HOURS	CREDIT
101	Freshman Communications	3	
101	Introduction to Retailing	3	
107	Advertising and Sales Promotion	3	
110	Ready-to-Wear Apparel and Accessories	2	
105	Typing	2	
100	Office Machines	2	
		15	

TERM II			
101	Fundamentals of Speech	3	
104	Supervised Job Practicum	3	
105	Home Furnishings	2	
110	Business Mathematics	3	
214	Principles of Salesmanship	3	
101	Office Practice	3	
		17	

*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

NOGRAPHIC (ONE YEAR) NON—DEGREE

This curriculum is a one-year terminal course. It is intended to train the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

FRESHMAN YEAR		SEMESTER	HOURS	CREDIT
COURSE	TITLE			
100	Introduction to Business		3	
110	Business Mathematics		3	
100	Office Machines		2	
101	Office Practice		3	
103-104*	Shorthand		6	
206-207	Machine Shorthand		(6)	
105-106*	Typewriting		4	
200	Business Communications		3	
101	Freshman Communications		3	
101	Fundamentals of Speech		3	
elective			3	
			33	

*The beginning course in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested electives: BA 102, BE 203, or SS 102.

COURSE DESCRIPTIONS:

100 INTRODUCTION TO BUSINESS

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the capitalistic system and its workings. 3—0—3*

* Lecture—Lab—Credit Hours

BA 101 PRINCIPLES OF ACCOUNTING

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form of preparation of financial statements, and provides an introduction of valuation accounting. A single proprietorship set of books is kept as a part of the course. 3-0-3*

BA 102 PRINCIPLES OF ACCOUNTING

(Prerequisite: BA 101 or equivalent). This is a continuation of BA 101. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation set of books is used. 3-0-3*

BA 110 BUSINESS MATHEMATICS

This course includes information and practice in practical business situations involving simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, merchandise math, and compound interest, annuities and applications of equations, and introduction to business statistics. 3-0-3*

BA 203 COST ACCOUNTING

(Prerequisite: BA 102 or equivalent). This course is a study of the most common cost accounting systems with emphasis on costs for materials, labor, overhead, standard costs, and their relationships. 3-0-3*

BA 204 PRINCIPLES OF ECONOMICS

This course deals with the nature and scope of economics and aims to provide an understanding of the basic concept of economics, the several forms of American business enterprise, the determination and importance of national income. It includes topics such as problems of the consumer, saving and investment, business cycles, inflation, labor organizations, money and banking. 3-0-3*

BA 205 PRINCIPLES OF ECONOMICS

This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, determination of each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors on public policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3*

BA 207 BUSINESS LAW

This is a general introduction to law which includes a discussion of the following: common law and legal procedures, law and society, definitions, classifications, and systems of law, the source of the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights of acquisition) will be studied. 3-0-3*

BA 208 BUSINESS LAW

This course is a continuation of BA 207 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3*

BA 209 FLORIDA SCHOOL LAW

The course includes a study of the Florida School Code, the policies and regulations of the Board of Public Instruction, Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable court decisions. 3-0-3*

* Lecture-Lab-Credit Hours

A 210 PRINCIPLES OF MANAGEMENT

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3*

A 212 PRINCIPLES OF MARKETING

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3*

A 213 PRINCIPLES OF SUPERVISION

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3-0-3*

A 214 SALESMANSHIP

This course is a study and analysis of the fundamental concepts of selling, and the role of the salesman in today's economy. Current techniques, as well as vital principles of selling, are taught through the use of an up-to-date text. Opinions of sales executives, excerpts from job manuals, and illustrations from company training materials are emphasized in the course. 3-0-3*

A 271 HUMAN RELATIONS IN BUSINESS

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communication, work and incentives, leadership, and the executive and his roles. 3-0-3*

E 100 OFFICE MACHINES

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the rotary calculators, printing calculators, key-driven calculators, dictating, ten-key adding, and the various accounting machines found in the business field today. 1-2-2*

E 101 OFFICE PRACTICE

(Prerequisite: BE 105 or equivalent). This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operator. 3-0-3*

E 103 SHORTHAND

(Co-requisite: BE 105 or BE 106). All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 1-4-3*

E 104 DICTATION AND TRANSCRIPTION

(Prerequisite: BE 105 or equivalent). The course is a continuation of BE 103. A dictation skill of 80 to 100 words a minute is developed on new-matter dictation, and transcription skill of at least 30 words a minute is attained. 2-2-3*

E 105 TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2*

E 106 TYPEWRITING

(Prerequisite: BE 105 or equivalent). This course is a continuation of BE 105 and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2*

BE 200 BUSINESS COMMUNICATIONS

(Prerequisites: EH 101, and BE 105 or equivalent). The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. An office correspondence manual will be compiled by the student as a reference guide to better correspondence. 3—0—3*

BE 201 ADVANCED SHORTHAND DICTATION

(Prerequisite: BE 106 or equivalent). This course includes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. 2—2—3*

BE 202 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION

(Prerequisite: BE 106 or equivalent, BE 104 or equivalent, BE 201.) In addition to high speed dictation practice from 120 words up, a unit of legal dictation and medical dictation is given. Emphasis is placed on spelling, punctuation, and English; details absolutely essential to mailable transcripts. 2—2—3*

BE 203 SPECIAL APPLICATIONS OF DICTATION AND TRANSCRIPTION

(Prerequisite: BE 201, BE 106 or equivalents). High speed dictation and transcription practice is given utilizing short cuts applicable to special fields such as legal, income tax, medical, insurance, etc. 1—2—2*

BE 205 ADVANCED TYPEWRITING

(Prerequisite: BE 106). Improvement of production ability in all typing is stressed and there is a thorough review of problems in typing office forms, tabulated reports and legal documents, with recurring special improvement practice to maintain and improve a typing skill. Speed-up procedures will be used in the development of maximum typing writing skill. 1—3—2*

BE 206 MACHINE SHORTHAND

(Co-requisite: BE 105 or BE 106 or equivalent). All the basic theory of the machine shorthand system is studied. The Stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1—4—3*

BE 207 MACHINE SHORTHAND

(Prerequisite: BE 206). This course is a continuation of BE 206, with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1—4—3*

HOTEL—MOTEL MANAGEMENT

HR 100 INTRODUCTION TO HOTEL-MOTEL-RESTAURANT MANAGEMENT

The hospitality field, its history, famous people, economic and social importance, and operations are the major areas of emphasis in this course. 3—0—3*

HR 102 INTRODUCTION TO FOODS

An introduction to managerial techniques in operations maintaining a food service. It deals with the basic principles and fundamental processes underlying food preparation. 3—0—3

HR 118 HOTEL-MOTEL MANAGEMENT PRACTICUM AND SEMINAR

Students obtain in-season employment in restaurants, hospitals, nursing homes, local hotels and motels, and other food service establishments. Thereafter, periodic observation by the coordinator will ascertain that both working hours and responsibility make for a learning sequence that will escalate to a supervisory status. A written project commensurate with assigned duties is required. 2—6—4*

* Lecture—Lab—Credit Hours

201 OFFICE MANAGEMENT

This course provides an analysis of various jobs within hotel-motel front office, and procedures involved in registering, accounting for, and checking out guests. Front office promotional and sales practices are also investigated. 3-0-3*

202 HOTEL-MOTEL HOUSEKEEPING

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3*

204 HOTEL-MOTEL MANAGEMENT PRACTICE

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3*

207 LEGAL PROBLEMS

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3*

210 QUANTITY FOOD COMPOSITION AND PREPARATION

(Prerequisite: HR 102 or permission of the instructor). A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 3-0-3*

211 PURCHASING MANAGEMENT

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3-0-3*

212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3*

213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3*

214 FOOD AND BEVERAGE CONTROL

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2*

215 EQUIPMENT USE AND MAINTENANCE

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, hotels, motels, and related institutions. 3-0-3*

216 SALES PROMOTION AND ADVERTISING

A comparison of methods and results of business promotion in the hospitality field stressing the use of direct mail, news media, and personal contact to build a successful business and an attractive public image. 3-0-3*

218 HOTEL-MOTEL PRACTICUM AND SEMINAR

This course is a continuation of HR 118. 2-6-4*

* Lecture-Lab-Credit Hours

RETAILING

RG 101 INTRODUCTION TO RETAILING

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3*

RG 102 TEXTILES

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practical identification of fibers, weaves, and fabric finishes is also included. 3-0-3*

RG 103 INTRODUCTION TO JOB AND RETAIL PRACTICUM I

Class discussion and lecture include problems of job placement; sources of retail information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship classroom theory and store service experience meaningful. Open only to first year Retailing majors. 1-9-3*

RG 104 INTRODUCTION TO JOB AND RETAIL PRACTICUM II

A continuation of RG 103. 1-9-3*

RG 105 HOME FURNISHINGS

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problem solving, fashion coordination and the analysis of fashion trends will be covered. A study of materials, manufacture, and sources involved in the home furnishings division. 2-0-2*

RG 107 RETAIL ADVERTISING AND PROMOTION

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; research. Projects will be related to the student's interest. 3-0-3*

RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS

An integrated study of retail management functions, decision making, and problems to be made. The emphasis will be on operations, merchandising, and sales promotion procedures with particular attention to the principles of personnel administration and problems involved. 3-0-3*

RG 109 RETAIL CREDIT

A study of retail credit and collection principles, the organization of personnel and procedures, the formation of policies, legal aspects, special problems, and the handling of complaints and adjustments will be included. Attention will be given to techniques of maintaining good customer relations and increasing credit sales volume. 3-0-3*

RG 110 READY-TO-WEAR AND ACCESSORIES

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history, trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2*

RG 111 SUPERVISED JOB SEMINAR I

A planned program of independent research, observation, study, and work in selected retail firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experiences. Open only to second year Retailing majors. Offered fall and winter terms. 1-9-3*

RG 112 SUPERVISED JOB SEMINAR II

A continuation of RG 111. 1-9-3*

* Lecture-Lab-Credit Hours.

Chemistry

CULTY: Truchelut (Chairman), Ackerman, Fayssoux, Ferguson, Lesko, phhey

JORS: Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Pharmacy

COURSE PREFIXES: CY

PROGRAMS:

CHEMISTRY, CHEMISTRY TEACHER (A.A.)

COURSE	TITLE	SEMESTER	FRESHMAN YEAR	
			HOURS	CREDIT
			Fall Term	Winter Term
110-111	History & Appreciation of Art		(2)	
110	Music Appreciation			2
101-102	General Chemistry		4	4
101-102	Freshman Communications		3	3
101	Personal & Community Hygiene		2	
111	College Algebra		3	
121	Trigonometry & Analytic Geometry			3
	Physical Education		1	1
101-102*	Social Inst.; Political Inst.		3	3
			16	16

SOPHOMORE YEAR				
211-212	Organic Chemistry		4	4
202	Quantitative Analysis			4
	English Literature		3	
	Physical Education		1	1
204-205	Analytic Geometry & Calculus I, II		4	4
205-206	Gen. Physics with Calculus I, II		4	4
			16	17

PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY (A.A.)

This course will meet the minimum requirements for admission to most medical and dental schools. While students are admitted to dental schools after two years of pre-professional work, medical schools require at least three, and usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

COURSE	TITLE	SEMESTER	FRESHMAN YEAR	
			HOURS	CREDIT
110 or 111	History & Appreciation of Art		2	
110	Music Appreciation		(2)	
101-102	General Biology		8	
101-102	General College Chemistry		8	
101-102	Freshman Communications		6	
101	Personal & Community Hygiene		2	
111-121	College Algebra; Trigonometry		6	
	Physical Education		2	
			34	

* PL 201 or HY 201 may be substituted for SS 102

SOPHOMORE YEAR

BY 201-202***	Comp. Vertebrate Anatomy	6
CY 211-212	Organic Chemistry	8
EH	English Literature	3
PE	Physical Education	2
PH 201-202	General Physics	8
SS 101-102**	Social Inst.; Political Inst.	6
		33

COURSE DESCRIPTIONS:

CY 100 INTRODUCTION TO CHEMISTRY

An introduction to the principles of modern chemistry, designed for students who are prepared to take CY 101. This course may not be used to satisfy the eight (8) credit general chemistry required of Engineering and Science majors. 3-0-3*

CY 101 GENERAL CHEMISTRY

(Prerequisite: 1 unit of high school chemistry or a grade of "C" or better in CY 100, and units of high school mathematics or a co-requisite of MS 101-111 or higher). A thorough study of the fundamentals, theories, laws, and principles of general chemistry. 3-3-4*

CY 102 GENERAL CHEMISTRY

(Prerequisite: CY 101 or equivalent). This is a continuation of CY 101. The laboratory Qualitative Analysis. 3-3-4*

CY 105 LABORATORY FOR CY 100

(Prerequisite or co-requisite: CY 100). A demonstration and study of some of the common skills and techniques in laboratory procedure. (For the students in De Hygiene and Medical Assistants programs.) 0-2-1*

CY 200 ORGANIC CHEMISTRY

(Pre-requisite: CY 100 and CY 105, or CY 101 with "C" or better). A one-semester course in the fundamentals of organic chemistry with emphasis on the chemistry related to food, vitamins, fabrics, plastics, insecticides, pesticides and other consumer products.

CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 102 or equivalent). The theory and practice of exact inorganic chemical analysis, both gravimetric and volumetric are dealt with in this course. 2-6-4*

CY 211 ORGANIC CHEMISTRY

(Prerequisite: CY 102 or equivalent). The basic concepts, nomenclature, synthesis, important reactions with emphasis on molecular structure and reaction mechanisms. 3-4-4*

CY 212 ORGANIC CHEMISTRY

(Prerequisite: CY 211). This course is a continuation of CY 211. 3-4-4*

*Lecture—Lab—Credit Hours

** PL 201 or HY 201 may be substituted for SS 102.

*** For Pre-Pharmacy students, BA 101-102 or CY 202 may be elected.



Data Processing

FACULTY: Washburn (Chairman), Baldree, Boczar, Holt, Royall

MAJORS: Data Processing

COURSE PREFIXES: DP

PROGRAMS:

DATA PROCESSING (A.S.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
101-102 or 110	Freshman Communications; Tech Writing . .		6	
101	Unit Record Equipment		3	
102	Basic Computer Theory		3	
101-102	Principles of Accounting		6	
	Physical Education		2	
103	Unit Record II		3	
202	Basic Computer Programming		4	
106 or 111	Math for Gen. Educ.; College Algebra		3	
Elective			3	
				33

SOPHOMORE YEAR

BA 100	Introduction to Business	3
DP 203	Data Processing Applications	3
DP 206-207	Intermediate; Advanced Computer Program'g	6
MS 208	Elem. Statistics & Probability	3
SS 101-102*	Social Inst.; Political Inst.	6
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
	Science	3-4
Elective		3-4

31-33

* PL 201 or HY 201 may be substituted for SS 102.

DATA PROCESSING (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDITS
EH 101-102	Freshman Communications		6	
BA 101-102	Principles of Accounting		6	
	Natural Science		7-8	
DP 101-102	Unit Record I; Computer Theory		6	
HH 101	Personal and Community Hygiene		2	
MS 111	College Algebra		3	
PE	Physical Education		2	

32-33

SOPHOMORE YEAR

AT 110	History & Appreciation of Art	2
or		
MC 110	Music Appreciation	(2)
BA 204-205	Principles of Economics	6
DP 202	Basic Computer Programming	4
DP 206	Intermediate Computer Programming	4
EH	Literature	3
PE	Physical Education	2
SS 101-102**	Social Inst.; Political Inst.	6
Elective*		4-5

31-32

* Electives should be chosen based on the requirements of the university to which the student plans to transfer.

**HY 201 or PL 201 may be substituted for SS 102.

COMPUTER OPERATOR (ONE YEAR) NON-DEGREE

This program prepares the student for a job as a computer operator. It emphasizes machine operation and concentrates on equipment handling.

TERM I

EH 101	Freshman Communications	3
DP 101	Unit Record I	3
DP 102	Computer Theory	3
BA 101	Principles of Accounting	3
MS 106	General Math	3
PE	Physical Education	1

16

TERM II

103	Unit Record II	3
200	Computer Operating Techniques	3
100	Introduction to Business	3
200	Office Machines	2
202	Basic Programming	4
	Physical Education	1
		16

COURSE DESCRIPTIONS

101 UNIT RECORD EQUIPMENT I

A course designed to provide instruction in the use of punched card equipment. It provides for practice in the use of equipment, panel wiring of various IBM machines, and an understanding of the use of data processing in business. 2-2-3*

102 COMPUTER THEORY

This is an introductory course in principles of the computer. It covers number theory, computer organization, and machine language programming. One major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3*

103 UNIT RECORD II

(Prerequisite: DP 101 and BA 101). This is a continuation of DP 101. It emphasizes the accounting machine and introduces the student to unit record applications.

200 COMPUTER OPERATING TECHNIQUES

(Prerequisite: DP 101 and DP 102). This course stresses operator techniques for both Unit Record and Digital Computers. Topics include handling of magnetic tapes and discs, operating high speed printers, operating runs, diagnostic procedure, and so forth. 2-2-3*

202 BASIC COMPUTER PROGRAMMING

(Prerequisite: DP 102). This course will stress programming in the assembler language. It will stress the use of subroutines and macros. Basic fortran will also be introduced. 2-4-4*

203 DATA PROCESSING APPLICATIONS AND SYSTEMS

(Prerequisite: DP 103 and DP 202). A course which utilizes both data processing equipment and computers as applied to business practice. Typical procedures are planned and executed such as payrolls, inventory control, and so forth. 3-0-3*

206 INTERMEDIATE COMPUTER PROGRAMMING

(Prerequisite: DP 202). This course will stress programming involving disc concepts and input/output control systems. The full range of programming concepts will be studied including monitors and operating systems. 2-4-4*

207 ADVANCED COMPUTER PROGRAMMING (Formerly DP 204)

(Prerequisite: DP 206). This course will emphasize compiler language programming, namely cobol, fortran IV, and PL/1. 2-4-4*

210 ADVANCED COMPUTER SYSTEMS

(Prerequisite: DP 206). This course illustrates the changes in computer concepts as applied to third generation computers. It describes operating systems, language syntax, and real time applications. 3-0-3*

* Lecture—Lab—Credit Hours

Dental Health Services

FACULTY: Chairman — Engel

Dental Assisting — Benedict, Hakucha, Mullens

Dental Hygiene — Gardner, MacPherson, Tkach, Toomath

Dental Laboratory Technology — Krumm, Trichler

MAJORS: Dental Hygiene, Dental Laboratory Technology, Dental Assistant.

COURSE PREFIXES: DA, DS, DT

PROGRAMS:

DENTAL HYGIENE (A.S.)

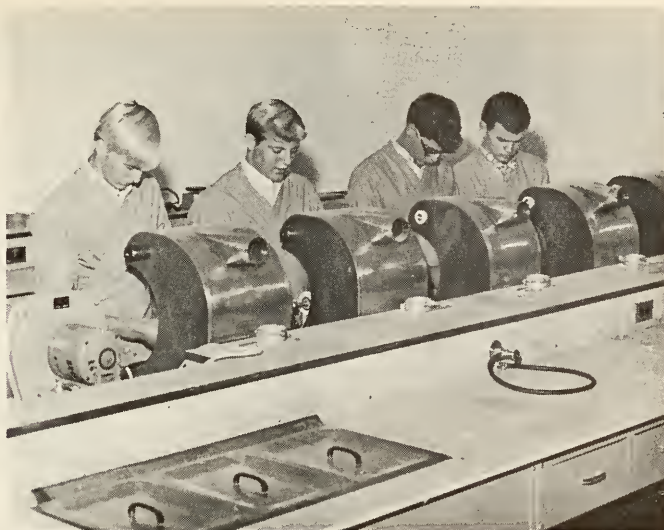
This program is fully accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to page 45 for the five requirements.

COURSE	TITLE	FRESHMAN YEAR		SEMESTER	HOURS	CREDITS
				Fall Term	Winter Term	Spring Term
BY 156	Microbiology					3
CY 100-105	Intro. to Chem.; Chem. Lab.					4
DS 101	Anatomy and Physiology			4		
DS 102	Dental Anatomy			4		
DS 103	General and Oral Histology				2	
DS 104	Dental Radiology				2	
DS 106	Oral Hygiene			1		
DS 110-111-205	Clinical Dental Hygiene I, II, III			3	3	
EH 101-102 or 110	Freshman Communications; Tech. Writing			3	3	
HH 103	First Aid			1		
PE	Physical Education			1		1
				17	18	

SOPHOMORE YEAR

DS 105	Pharmacology			1		
DS 202	General and Oral Pathology			2		
DS 203	Public Health Dentistry					1
DS 204	Preventive Dentistry					1
DS 206	Practice Administration					1
DS 207	Dental Health Education			2		
DS 208	Clinical Observation					2
DS 210-215	Clinical Dental Hygiene IV, V			3		3
HE 101	Elements of Nutrition					3
HH 101	Personal and Community Hygiene					2
PE	Physical Education			1		1
PY 201	General Psychology			3		
SP 101	Fundamentals of Speech			3		
SS 101-102*	Social Inst.; Political Inst.			3		3
				18		17

* PL 201 or HY 201 may be substituted for SS 102.



DENTAL LABORATORY TECHNOLOGY (A.S.)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education and the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program has received provisional accreditation by the Council on Dental Education of the American Dental Association.

COURSE	TITLE	FRESHMAN YEAR			HOURS	CREDIT
		Fall Term	Winter Term	Spring Term		
204	Principles of Economics		3			
105	Elements of Dental Materials		3			
102	Dental Anatomy & Physiology	4				
100	Complete Dental Techniques I	3				
101	Orientation & Terminology	1				
102	Complete Dental Techniques II		4			
103	Cast Inlay Technique			2		
106	Partial Denture Technique I			2		
101-102 or 110	Freshman Communications; Tech. Writing	3	3			
	Physical Education	1	1			
102	Survey of Physical Science	4				
		16	14	4		
SOPHOMORE YEAR						
100-105	Intro. to Chem.; Chemistry Lab.	4				
104	Crown & Bridge Technique I	5				
107	Jurisprudence & Prof. Relations		1			
110	Ceramic Techniques I		5			
202	Special Prosthesis			2		
204	Crown & Bridge Technique II		4			
206	Partial Denture Technique II	3				
210	Ceramic Technique II			2		
	Physical Education	1	1			
101-102*	Social Inst.; Political Inst.	3	3			
		16	14	4		

*PL 201 or HY 201 may be substituted for SS 102.



DENTAL ASSISTANTS PROGRAM (non-degree)

This course covers a period of two terms plus the first session of the spring term, totaling forty weeks. This program has received provisional accreditation by the Council on Dental Education of the American Dental Association.

COURSE	TITLE	FRESHMAN YEAR			HOURS	CREDITS
		SEMESTER	Fall Term	Winter Term		
BE 105	Typewriting	2				
BE 200	Business Communications			3		
DA 100	Intro. to Dental Assisting	1				
DA 102	Preclinical Orientation	3				
DS 102	Dental Anatomy	4				
DA 104	Related Dental Theory			4		
DA 105	Elements of Dental Materials			3		
DA 106	Office Management					
DA 110	Clinical Practice I	3				
DA 111	Clinical Practice II			3		
DA 112	Clinical Practice III					
DS 104	Dental Radiology	2				
EH 101	Freshman Communications	3				
PY 201	Psychology			3		
			18	16		

COURSE DESCRIPTIONS:

100 INTRODUCTION TO DENTAL ASSISTING

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1-0-1*

102 PRECLINICAL ORIENTATION

This course presents the nomenclature, maintenance, and application of all the instruments and equipment commonly employed in the dental office. The course also includes instruction in the various techniques in sterilization. 2-2-3*

104 RELATED DENTAL THEORY

Course designed for familiarization of common drugs and medicaments: pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 4-0-4*

105 ELEMENTS OF DENTAL MATERIALS

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3*

106 OFFICE MANAGEMENT

Study of practice administration: the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections and billing; also filing as pertaining to a patient recall system, history taking, charting and record filing. 1-0-1*

110 CLINICAL PRACTICE

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 0-6-3*

111 CLINICAL PRACTICE II

Continuation of DA 110. 0-6-3*

112 CLINICAL PRACTICE III

Continuation of DA 111. 0-6-3*

101 ANATOMY AND PHYSIOLOGY

This course was designed for dental hygiene students and presents the fundamentals of gross anatomy and physiology with emphasis on the head and neck. 4-1-4*

102 DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-4-4*

103 GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues.

These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 1-2-2*

104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. 1-2-2*

*Lecture—Lab—Credit Hours

DS 105 PHARMACOLOGY

The objective of this course is to familiarize dental hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1*

DS 106 ORAL HYGIENE

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrushing techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1-0-1*

DS 110 CLINICAL DENTAL HYGIENE I

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice. This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course, students will be permitted to give dental prophylaxes to patients in the dental clinic. 1-4-3*

DS 111 CLINICAL DENTAL HYGIENE II

(Prerequisite: a grade "C" or above in DS 110). Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 0-9-3*

DS 202 GENERAL AND ORAL PATHOLOGY

This course is an introduction to general pathology with consideration of the most common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2*

DS 203 PUBLIC HEALTH DENTISTRY

The objective of this course is to acquaint the dental hygienist with the philosophy of organization, and practices of public health dentistry and the dental hygienist's role in the public health field. The course will include a survey of public health procedures in industry, schools, dental offices, and public health programs. 1-0-1*

DS 204 PREVENTATIVE DENTISTRY

The objective of this course is to present a comprehensive survey of the scientific techniques and educational procedures of preventive dentistry as they relate to the dental specialties. In addition, this course will summarize and correlate the various aspects of preventive dentistry that have been presented in the dental hygiene curriculum. 1-0-0

DS 205 CLINICAL DENTAL HYGIENE III

This course is a continuation of Clinical Dental Hygiene II. 0-9-3*

DS 206 PRACTICE ADMINISTRATION

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental practice, dental hygiene history, and office procedures. 1-0-1*

DS 207 DENTAL HEALTH EDUCATION

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 1-2-2*

DS 208 CLINICAL OBSERVATIONS

This course will include a series of clinical lecture-demonstrations in the fields of restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1-2-2*

* Lecture—Lab—Credit Hours

210 CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 0—9—3*

215 CLINICAL DENTAL HYGIENE V

This course is a continuation of Clinical Dental Hygiene IV. 0—9—3*

100 COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 1—6—3*

101 ORIENTATION AND TERMINOLOGY

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1—0—1*

102 COMPLETE DENTURE TECHNIQUES II

Continuation of DT 100. 1—9—4*

103 CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1—2—2*

104 CROWN AND BRIDGE TECHNIQUE I

Technical procedures required in the construction of fixed bridges from various types of impressions. 2—9—5*

106 PARTIAL DENTURE TECHNIQUES I

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1—3—2*

107 JURISPRUDENCE AND ETHICS

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1—0—1*

110 CERAMICS I

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2—9—5*

202 SPECIAL PROSTHESIS

A technical review of courses covered and to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1—2—2*

204 CROWN AND BRIDGE TECHNIQUE II

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1—9—4*

206 PARTIAL DENTURE TECHNIQUES II

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 1—6—3*

210 CERAMICS II

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 1—3—2*

Engineering Technology and Physics

FACULTY: Whitmer (Chairman), Austin, Book, Connell, Cooper, Das Galbraith, Hinckley, McCue, Rader, Ramos, Stoll

MAJORS: Air Conditioning and Refrigeration Technology, Astronomy, Building Construction, Civil Surveying Technology, Computer Tester (Certificate program), Drafting and Design Technology, Electrical Distribution Technology, Electronics Technology, Engineering, Geology, Industrial Arts, Meteorology, Physics

COURSE PREFIXES: AC, CL, DG, EG, EL, ML, PH, PS

PROGRAMS:

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S.)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of work and progresses into more technically advanced area. Some General Education courses are included in curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDITS
			Fall Term	Winter Term
AC 104	Essentials of Electricity		4	
AC 111	Principles of Refrigeration		4	
AC 112	Principles of Air Cond. Systems			3
AC 125	Refrig. Cycles and Systems			3
ML 122	Machine Shop & Welding Practice			3
EG 102	Engineering Graphics II		3	
EH 101-102 or 110	Freshman Communications; Tech. Writing		3	3
PE	Physical Education		1	1
MS 103-104	Tech Mach I, II		3	3
			18	16

SOPHOMORE YEAR				
AC 211	Air Conditioning Systems		3	
AC 212	Commercial Refrigeration Systems		4	
AC 222	Air Distribution and Layout		4	
AC 214	Control Systems for Refrigeration and Air Conditioning		4	
AC 234	Heating and Ventilation			3
AC 224	Planning of Refrigeration and Air Conditioning Systems			4
AC 244	Refrigeration Equipment for Air Conditioning Systems			3
PE	Physical Education		1	1
SS 101	Social Institutions			3
HY 201*	U.S. History to 1865			3
			16	17

* SS 102 or PL 201 may be substituted for HY 201.

BUILDING CONSTRUCTION (A.A.)

COURSE	TITLE	SEMESTER	FRESHMAN YEAR	
			HOURS Fall Term	CREDIT Winter Term
110	History & Appreciation of Art		3	
110	Music Appreciation	(3)		
101-102*	General Chemistry		4	4
101-102 or 110	Freshman Communications; Tech Writing		3	3
102	Engineering Graphics			3
101	Personal & Community Hygiene			2
111	College Algebra		3	
121	College Trigonometry			3
101	Social Institutions		3	
	Physical Education		1	1
SOPHOMORE YEAR			17	16
206	Architectural Drafting		3	
	Literature			3
204	Analytic Geometry & Calculus I		4	
201-202	General Physics		4	4
102**	Political Institutions			3
101-102	Principles of Accounting		3	3
123	Construction Materials		3	
261	Construction Mechanics (Statics)			3
	Physical Education		1	1
			18	17

* BY 101-102 accepted as substitutes when General Education Program is completed.

**PL 201 or HY 201 may be substituted for SS 102.

CIVIL SURVEYING TECHNOLOGY (A.S.)

COURSE	TITLE	SEMESTER	FRESHMAN YEAR	
			HOURS Fall Term	CREDIT Winter Term
101-102 or 110	Freshman Communications; Tech Writing		3	3
103-104	Tech Math		3	3
101	Engineering Graphics I		3	
211	Surveying I			4
220	Surveying Drawing			3
100	Office Machines		2	
	Physical Education		1	1
101-102	Social Inst.; Political Inst.		3	3
			15	17
SOPHOMORE YEAR				
212-213	Surveying II, III		4	4
214	Basic Geodetic Astronomy			2
221	Subdivisions			3
230	Topography and Mapping		3	
232	Electronics Surveying			2
231	Photogrammetry		2	
260	Legal Aspects of Surveying		3	
261	Legal Aspects of Boundary Location			3
270	Land Survey Descriptions		3	
210	Industrial Relationships			3
	Physical Education		1	1
			16	18

COMPUTER TESTERS CERTIFICATE PROGRAM (One Year)

This program provides the basic principles of electronic computer testing. The student is prepared in one school year for employment or advancement in a rapidly expanding field. The laboratory experiences provide experiences comparable to those found in industry.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	Fall	Winter
			Term	Term
EH 101-102	Freshman Communications	3		3
or				
EH 110	Technical Report Writing	(3)		
MS 103-104*	Tech Math	3		3
DP 102	Computer Theory	3		3
EL 101	D.C. Circuits	6		
EL 220-221	Basic Computer Logic; Diagnostic Programming			6
ML 210	Industrial Relationships			3
		—	—	—
		15		15

* MS 111 may be substituted if mathematics test score indicates.

DRAFTING AND DESIGN TECHNOLOGY (A.S.)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	Fall	Winter
			Term	Term
EG 101-102	Engineering Graphics I; II	3		3
EG 110	Engineering Problems & Orientation			
DG 112	Advanced Drafting			
EG 101-102	Freshman Communications	3		3
or				
EG 110	Technical Report Writing	(3)		
HH 101	Personal & Community Hygiene	2		
ML 121	Manufacturing Processes			3
MS 111-121*** . . .	College Algebra; Trigonometry	3		3
PE	Physical Education	1		1
SS 101-102**	Social Inst.; Political Inst.	3		3
		—	—	—
		15		16

SOPHOMORE YEAR

DG 212	Technical Illustration	3		
ML 210	Industrial Relationships			3
ML 221	Properties & Testing of Materials	4		
PE	Physical Education			1
PH 201-202	General Physics	4		4
LC 101	Art of Thinking			3
DG 204-205	Machine Drafting I; II			5
DG 206	Architectural Drafting I	3		
ML 123	Construction Materials	3		
		—	—	—
		17		16

**PL 201 or HY 201 may be substituted for SS 102.

*** MS 103-104 may be taken by students not qualified for MS 111-121.

ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S.)

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of the generation, distribution or use of electrical power. The laboratory experiences provide the familiarization and operational procedures of equipment reflective of this technology.

COURSE	TITLE	SEMESTER	FRESHMAN YEAR	
			Fall Term	Winter Term
101-102	DC Circuits-AC Circuits		6	6
101-102 or 110	Freshman Communications; Tech Writing		3	3
111-121*	College Algebra & College Trigonometry		3	3
102	Engineering Graphics		3	
101	Social Institutions			3
	Physical Education		1	1
			16	16

SOPHOMORE YEAR				
203	DC Machines		3	
204	AC Machines			3
205	Servo. Mech.		3	
222	Power Transmission			3
201-202	General Physics		4	4
221	Properties & Testing of Materials		4	
101	Health			2
	Physical Education		1	1
102	Political Inst.		3	
211	Surveying			4
			18	17

ELECTRONICS TECHNOLOGY (A.S.)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction in research and development.

At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

COURSE	TITLE	SEMESTER	FRESHMAN YEAR	
			Fall Term	Winter Term
110	Electrical Drafting		3	
101-102 or 110	Freshman Communications; Tech Writing		3	3
101-102	DC Circuits; AC Circuits		6	6
111**	College Algebra		3	
121	College Trigonometry			3
	Physical Education		1	1
101	Social Institutions			3
			16	16

* MS 103-104 may be taken by students not testing into MS 111.

**MS 103 for students not testing into MS 111.

SOPHOMORE YEAR

EL 201-220**	Advanced Electricity I; Logic Circuits	4	4
EL 211-212**	Electronics I; II	6	6
PE	Physical Education	1	1
EL 214***	Electronics Systems		3
SS 102†	Political Institutions	3	
Electives†*		4	4
		18	18

**EL 203, 204 and 205 (offered in evening), a sequence equivalent to EL 201.

***EL 215, 216, 217, 218 and 219 (offered in evening), a sequence equivalent to EL 212 and 214.

†PL 201 or HY 201 may be elected.

†*PH 201 and 202, CY 101 or 102, or MS 204 and 205 must be elected.

ENGINEERING (A.A.)

The program basic to almost all engineering curricula stresses a sound foundation science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in the decisions he must make in his engineering career.

The program in engineering at most universities requires five years.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
CY 101-102	General Chemistry		4	4
EH 101-102	Freshman Communications		3	3
EG 101-102	Engineering Graphics		3	3
EG 110	Engineering Problems & Orient		1	
MS 121	College Trigonometry		3	
MS 204	Anal. Geom. & Calculus I			4
PE	Physical Education		1	1
			15	15

SOPHOMORE YEAR

AT 110	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
HH 101	Personal & Community Hygiene			2
EH	Literature		3	
MS 205-206	Anal. Geom. & Calculus II, III		4	4
PH 205-206	General Physics with Calculus I, II		4	4
SS 101-102*	Social Inst.; Political Inst.		3	3
PE	Physical Education		1	1
Elective				3
			17	17

* PL 201 or HY 201 may be substituted for SS 102.

DUSTRIAL ARTS (A.A.)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelors Degree in Industrial Arts Education. In addition, it includes basic courses of the major field required for teacher certification in the state of Florida.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
101-102	Freshman Communications		3	3
111-121	College Algebra; Trigonometry		3	3
101	Social Institutions		3	
201	U.S. History to 1865			3
101-102	Engineering Graphics		3	3
110	History and Appreciation of Art		2	
110	Music Appreciation	(2)		
101	Fundamentals of Speech			3
	Physical Education		1	1
			15	16

SOPHOMORE YEAR				
201-202*	General Physics		4	4
	Literature		3	
101	Personal & Community Hygiene			2
201	General Psychology			3
206	Architectural Drafting		3	
123	Construction Materials		3	
	Physical Education		1	1
lectives**			3	6
			17	16

* BY 101 may be substituted.

**Suggested electives: LC 101, AT 105-106, BE 105, PY 202, EN 101.

PHYSICS, ASTRONOMY, GEOLOGY, METEOROLOGY (A.A.)

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
110	History & Appreciation of Art		2	
110	Music Appreciation	(2)		
101-102	General College Chemistry		4	4
101-102	Freshman Communications		3	3
101-102†	Elementary German		3	3
101	Personal & Community Hygiene			2
204-205	Anal. Geom. & Calculus I, II		4	4
	Physical Education		1	1
			17	17

† French may be elected.

SOPHOMORE YEAR

EH	Literature		3	3
GN 201-202	Intermediate German	3		
MS 206	Anal. Geom. & Calculus III	4		3
MS 207	Differential Equations			
or			(3)	
MS 209	Elementary Linear Algebra	4		4
PH 205-206	General Physics with Calculus II	1		1
PE	Physical Education	3		3
SS 101-102***	Social Inst.; Political Inst.			
		15		17

*** PL 201 or HY 201 may be substituted for SS 102.

COURSE DESCRIPTIONS

AC 104 ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-3-4*

AC 111 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and component parts of basic commercial systems. 3-3-4*

AC 112 PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air; calculations of heat loads and conditioned air supply. 3-0-3*

AC 125 REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: AC 104, AC 111). Theory of operation of domestic and commercial refrigeration equipment. 2-3-3*

AC 211 AIR CONDITIONING SYSTEMS

(Prerequisite: AC 112). A study of the various types of air conditioning systems and their applications. 3-0-3*

AC 212 COMMERCIAL REFRIGERATION SYSTEMS

(Prerequisite: AC 125). Commercial refrigeration systems and their related technical fields. 2-6-4*

AC 214 CONTROL SYSTEMS FOR REFRIGERATION AND AIR CONDITIONING

(Prerequisite: AC 112, AC 125). Design, selection, application, and troubleshooting of refrigeration and air conditioning control systems. 2-6-4*

AC 222 AIR DISTRIBUTION AND LAYOUT

(Prerequisite: AC 112, EG 102). Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-6-4*

AC 224 PLANNING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Practice in planning and estimating various types of refrigeration and air conditioning systems. 2-6-4*

AC 234 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment and their applications to comfort heating; the operation, service, and tests of actual equipment. 2-3-3*

AC 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Installation, operation, balancing, and trouble-shooting of refrigeration problems in air conditioning. 1-6-3*

CL 211 SURVEYING I

Use and care of surveying instruments; theory and practice in chain and transit surveys and in balancing and closing traverses; introduction to leveling. 2-4-4*

CL 212 SURVEYING II

(Prerequisite: CL 211 and co-requisite MS 104). A continuation of CL 211. Use and care of surveying instruments; theory and practice in location of reference and base lines; leveling; topography; design and layout of curves. 2-4-4*

CL 213 SURVEYING III

(Prerequisite: CL 212). A study of route surveying for location of highways, railways, canals, power-transmission lines, pipe lines, and other utilities. Aspects covered include design of horizontal and vertical curves, determination of profiles, location of objects, establishing center lines locations, and determining volumes of earthwork incidental to construction. 2-4-4*

CL 214 BASIC GEODETIC ASTRONOMY

(Prerequisite: CL 212). A study of the celestial sphere and coordinate systems in particular reference to surveying. Topics covered include: measurement of time, ephemerides and tables, astronomical determination of time, longitude, latitude, and azimuth, and instrumentation and computation. 1-3-2*

CL 220 SURVEYING DRAWING

(Prerequisite: EG 102). This course stresses the preparation of drawings as they apply to surveying; inking and lettering are emphasized. The following areas are studied: types of maps and their use, methods of map production and reproduction, and preparation of maps and documents for entry into the public records. 0-6-3*

CL 221 SUBDIVISIONS

(Prerequisite: CL212). A study of subdivision planning. Topics covered include: Government regulations as applied to subdivisions, practice of obtaining the best subdivision land-use for various types of property, preparation of land plats and subdivision plats, relationship of roads and utilities to general layout, economic and aesthetic values. 1-4-3*

CL 230 TOPOGRAPHY AND MAPPING

(Prerequisites: CL 220 or co-requisite:CL 212). The following items are covered: methods of making topographic surveys, use of the plane table, control surveys, contour lines, air photo interpretation, preparation of topographic maps, computations using topographic maps. 2-3-3*

CL 231 PHOTOGRAMMETRY

(Prerequisite or co-requisite: CL 212 and CL 230). A study of the geometrical characteristics of photographs and photogrammetric equipment, including problems of flight planning and control consideration; measurements in photogrammetry, rectification, and mosaics; and the application of photogrammetric principles to practical design and usage. 1-3-2*

CL 232 ELECTRONIC SURVEYING

(Prerequisite: CL 212). A study of the application of electronic techniques to surveying. Topics include: development of electronic surveying equipment, analysis of instrumentation, range and accuracy of various systems, electro-magnetic wave propagation problems, computation methods, and practical applications. 1-3-2*

CL 260 LEGAL ASPECTS OF SURVEYING

(Prerequisite: CL 211). This course stresses the legal and professional responsibilities of the surveyor. Points included are: relation of surveyor to client; legal rights, duties, and liabilities of the surveyor; statutes regulating the practice of surveying; various legal documents which affect the surveyor; and the surveyor's professional responsibilities. 3-0-3*

* Lecture-Lab-Credit Hours

CL 261 LEGAL ASPECTS OF BOUNDARY LOCATION

(Prerequisite: CL 260). A study of county public record systems; preparation and recording of legal documents as applied to surveying, laws of land surveying and boundaries; U.S. Government public land surveys; restoration of corners; recognition of line and reference trees; agreements as to boundaries; and the legal, historical, and evidence problems of land surveyors. 3-0-3*

CL 270 LAND SURVEY DESCRIPTIONS

(Prerequisite: CL 260). A study of the factors which enter into the proper development of correct description of land parcels. Topics included are: superiority of calls, types of descriptions, sectional property, easements and variations, water boundaries, meanings of words and phrases, map laws, records and recording of documents, re-survey description and preparation of general land descriptions. 3-0-3*

CL 290 TECHNICAL RESEARCH PROBLEM

An approved technical research problem is conducted by the student. Seminars are held at regular intervals during the term in which the student will present his problem to the class. A final written report of the problem is submitted by the student. 3-0-3*

DG 110 ELECTRICAL DRAFTING

Electrical Drafting is a course of study designed for students in the Electronic Technology and Air Conditioning Technology programs. A basic knowledge of multiview drawing, sections, auxiliary, dimensions and pictorial drawing is presented. Particular attention and practice are given to electrical symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, graphs and charts. Skill in actual drafting practice is gained and emphasis is given to free hand sketching and lettering. 1-5-3*

DG 112 ADVANCED DRAFTING

(Prerequisite: EG 102). Provision is made in this course for coverage of assembly and detail drawings, development of intersections and surfaces, charts, vectors and graphs. 1-5-3*

DG 204 MACHINE DRAFTING I

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor). A study of sources of materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1-3-2*

DG 205 MACHINE DRAFTING II

(Co-requisite or prerequisite: DG 204 Machine Drafting I). This course deals with design problems of a practical nature based on information covered in DG 204. 1-5-3*

DG 206 ARCHITECTURAL DRAFTING

(Co-requisite ML 123). Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through practical projects. 1-5-3*

DG 212 TECHNICAL ILLUSTRATION

(Prerequisite: EG 102 or consent of instructor). This course deals primarily with the translation of orthographic drawings into three-dimensional, pictorial representation. Topics include: axonometric drawings, oblique drawings; perspectives, and illustrative techniques in shading, rendering and airbrush. 1-5-3*

EG 101 ENGINEERING GRAPHICS I

An introduction to the fundamental principles of orthographic projection and descriptive geometry as used in the making and interpretation of engineering drawings. 1-5-3*

EG 102 ENGINEERING GRAPHICS II

(Prerequisite: EG 101). Application of orthographic projection and descriptive geometry. 1-5-3*

EG 110 ENGINEERING PROBLEMS AND ORIENTATION

(Prerequisite: MS 103 or MS 111). This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1*

101 D.C. CIRCUITS

This course is a study of basic D.C. electrical circuits and circuit parameters, including Ohm's law, Kirchhoff's law, Thevenin's theorem, Norton's theorem, Faraday's law, and Lenz's law. Series, parallel and wye-delta transformations are covered along with capacitance and energy storage, self-inductance, magnetic circuits and electromagnetism. D.C. electrical instruments and measurements are stressed in laboratory. 5-2-6*

102 A.C. CIRCUITS

(Prerequisite: EL 101). This course is a study of basic A.C. electrical circuits and circuit parameters, including the application of laws and theorems that were introduced in D.C. as they are applied to A.C. networks. Vector algebra and vector diagrams are emphasized along with resonance, mutual inductance and transformer action. Polyphase circuits and Fourier's analysis are included. A.C. electrical instruments and measurements are stressed in laboratory. 5-2-6*

201 ADVANCED ELECTRICITY

(Prerequisite: EL 102 and MS 104). This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, analytic geometry, differential and integral calculus as applicable to electrical problems. 3-2-4*

203 D.C. MACHINES I

(Prerequisite: EL 101). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of D.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3*

204 A.C. MACHINES I

(Prerequisite: EL 102). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. This course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3*

205 SERVO-MECHANISMS AND INSTRUMENTATION

(Prerequisite: EL 102). A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed EL 201. 2-1-3*

211 ELECTRONICS I

(Prerequisite: EL 102). This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4-4-6*

212 ELECTRONICS II

(Prerequisite: EL 211). This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4-4-6*

214 ELECTRONICS SYSTEMS

(Prerequisite: EL 211; Co-requisite: EL 212). This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local electronic plants are arranged. 3-0-3*

215 DIGITAL TRANSISTOR CIRCUITS

(Prerequisite: EL 101). This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of their manufacturing methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits, and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3*

EL 216 LINEAR TRANSISTOR CIRCUITS

(Prerequisite: EL 102). A study of the A.C. behavior of transistors and their associated circuits. Topics covered are basic stabilizations, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3*

EL 217 VACUUM TUBE DEVICES

(Prerequisite: EL 102). Not open to students who are enrolled or have completed EL 212, and 214. 2-2-3*

EL 218 ELECTRO-MAGNETIC TRANSMISSION

(Prerequisite: EL 102). Not open to students who are enrolled or have completed EL 212, and 214. 3-0-3*

EL 219 ELECTRONIC CIRCUITS

(Prerequisite: EL 216 or EL 217). Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3*

EL 220 LOGIC CIRCUITS

(Prerequisites: EL 102, MS 104, or MS 121). This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOT gates. The blocks include pulse circuits, basic multi-vibrator circuits — bistable (Flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4*

EL 221 DIAGNOSTIC PROGRAMMING

(Prerequisite EL 220). A continuation of EL 220 with emphasis on "trouble shooting" malfunctions of an electronic computer. 2-2-3*

EL 222 POWER TRANSMISSION

(Prerequisites: EL 101 and EL 220). This course is designed to test the electro-mechanical operation of digital devices, emphasizing the techniques which test the logical manipulation of data and the internal timing of devices. The primary purpose is to locate operational faults of the device. 2-2-3*

ML 121 MANUFACTURING PROCESSES

(Co-requisite: EG 102). This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tool measuring, and inspection procedures. Automation is introduced and information presented to acquaint the student with the modern practices of numerical control machine tools and the uses of transfer and special machines. 2-3-3*

ML 122 MACHINE SHOP AND WELDING PRACTICE

This is a laboratory course that covers the basic hand and machine tools used by industry. Standard practices and procedures such as measurements, gauging, tapering, thread standards, and surface finishing are studied. Oxy-acetylene welding and silver soldering are practiced. An understanding of the processes is emphasized rather than proficiency in them. 1-5-3*

ML 123 BUILDING CONSTRUCTION MATERIALS

Sources, properties and uses of construction materials. 3-0-3*

ML 210 INDUSTRIAL RELATIONSHIPS

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered including the writing of a "Personal Data Sheet" and techniques of applying for a position. 3-0-3*

L 221 PROPERTIES AND TESTING OF MATERIALS

(Prerequisite: MS 104 or MS 121). Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4*

L 261 CONSTRUCTION MECHANICS

(Prerequisite: PS 201; co-requisite MS 204). The study of external forces, thrust analysis and geometric properties of members as applied to the design of structures. 4-0-4*

H 201 GENERAL PHYSICS I

(Prerequisite: MS 103 & 104 or MS 121, or two units of high school algebra, one unit of geometry, one-half unit of trigonometry. Co-requisite EG 110). This course in Physics is designed for pre-medical and pre-dental students, liberal arts students not majoring in a physical science or mathematics, and students following the technology program. This term covers heat, mechanics, and sound with emphasis on the fundamental concepts and laws of physics and their applications. 3-2-4*

H 202 GENERAL PHYSICS II

(Prerequisite: PH 201). This course covers light, magnetism, electricity, electronics, atomics, and nucleonics. 3-2-4*

H 205 GENERAL PHYSICS WITH CALCULUS I

(Prerequisites: EG 110, MS 204). This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermodynamics. The laboratory portion of the course introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3-2-4*

H 206 GENERAL PHYSICS WITH CALCULUS II

(Prerequisite: PH 205). This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course is designed to illustrate various phenomena discussed in the lectures. 3-2-4*

H 207 MODERN PHYSICS

(Prerequisite: PH 206). Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3*

S 101 SURVEY OF PHYSICAL SCIENCE I

This course consists of a survey of the development of science in general, including the study of: meteorology—climate and weather; astronomy—the earth in the solar system and the universe; and geology—the history of the earth and changes in its surface. 3-0-3*

S 102 SURVEY OF PHYSICAL SCIENCE II

This course is a study of the fundamental concepts of chemistry and physics and their application to everyday life, including the study of chemical, physical and nuclear changes; chemical elements and compounds; the carbon, nitrogen and hydrogen cycles; and the conservation of energy law. This course is recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-2-4*



English

FACULTY: Duncan (Chairman), Betz, Bosworth, Bridwell, Britten, Busse, Connelly, Connolly, Crane, Dickinson, Easterling, Flory, Graham, Gundersen, Huber, Knittle, Kramer, Leahy, Leggitt, McCreight, Meyer, Musto, Phillips, Platt, Taylor, Tomasello

MAJORS: Creative Writing, English, English Teacher, Journalism, Liberal Arts, Public Relations, Speech Teacher or Speech Therapist, Speech-Drama

COURSE PREFIXES: EH, JM, LC, SP

PROGRAMS:

CREATIVE WRITING, ENGLISH, ENGLISH TEACHER, LIBERAL ARTS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
T 110	History & Appreciation of Art		2	
or				
C 110	Music Appreciation	(2)		
H 101-102	Freshman Communications		6	
S 101-102*	Social Inst.; Political Inst.		6	
Y 101-102	General Biology		8	
or				
S 101-102	Physical Science	(7)		
S 106	Math for General Education		3	
E	Physical Education		4	
H 101	Personal and Community Hygiene		2	
H 201, 202, 203				
204, 205, 206	Literature		12	
	Modern Language—Spanish, French, or German		12	
Electives**			10	
**Suggested electives: LC 101, SP 101, SP 203, EH 210.			64-65	

JOURNALISM, PUBLIC RELATIONS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
H 101-102	Freshman Communications		6	
101-102*	Social Inst.; Political Inst.		6	
Y 101-102*	General Biology		8	
or				
101-102	Physical Science	(7)		
S 106	Math for General Education		3	
	Physical Education		4	
H 101	Personal and Community Hygiene		2	
H 201, 202,				
203, 204				
205, 206	Literature		6	
T 110	History & Appreciation of Art		2	
or				
C 110	Music Appreciation	(2)		
101	Fundamentals of Speech		3	
102	Public Speaking		3	
101	Basic Writing for Mass Communications		3	
102	Survey of Communications		3	
201	Reporting or Writing Techniques		3	
201	General Psychology		3	
Electives			9-10	
			63-65	

* PL 201 or HY 201 may be substituted for SS 102.

SPEECH—DRAMA, SPEECH TEACHER OR SPEECH THERAPIST (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
101	Fundamentals of Speech		3	
101-102	General Biology		8	
101-102	Freshman Communications		6	
C 131	Class Voice		1	
208-209	Interpretive Movement		2	
103	Introduction to the Theater		3	
104	Techniques of Dramatic Art		3	
105	Fundamentals of Stagecraft		3	
106	Advanced Stagecraft		3	
			32	

SOPHOMORE YEAR

AT 110	History & Appreciation of Art	
or		
MC 110	Music Appreciation	(2)
EH 201-202	English Literature	6
HH 101	Personal & Community Hygiene	2
MS 106	Math for General Education	3
PE	Physical Education	2
PY 201	General Psychology	3
SP 102	Public Speaking	3
SP 203	Oral Interpretation	3
SP 202	Acting	3
SS 101	Social Institutions	3
SS 102**	Political Institutions	3
		33

**PL 201 or HY 201 may be substituted for SS 102

COURSE DESCRIPTIONS

EH 101 FRESHMAN COMMUNICATIONS

Sections 1 - 49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3*

Sections 50 - 59

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3*

Sections 60 - 69

Writing Emphasis: The course is essentially the same as EH 101, Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3*

Sections 70 - 79

Reading and Writing Emphasis: Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3*

Sections 80 - 89

Advanced Freshman Communications: The aims of this course are basically the same as those of EH 101, Sections 1-49, except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3*

EH 102 FRESHMAN COMMUNICATIONS

(Prerequisite: EH 101 Freshman Communications or equivalent). This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media and Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3*
Research paper techniques are taught in both EH 101 and EH 102.

ctions 86 - 89 (Advanced course for EH 102)

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent). This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3*

110 TECHNICAL WRITING

(Prerequisite: EH 101 or equivalent). Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3*

201 ENGLISH LITERATURE TO 1660

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3*

202 ENGLISH LITERATURE AFTER 1660

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3*

203 WORLD LITERATURE TO 1600

(Prerequisite: EH 102 Freshman Communications or equivalent). A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3*

204 WORLD LITERATURE AFTER 1600

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3*

205 AMERICAN LITERATURE TO 1865

(Prerequisite: EH 102 Freshman Communications or equivalent). The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3*

206 AMERICAN LITERATURE AFTER 1865

(Prerequisite: EH 102 Freshman Communications or equivalent). The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3*

210 ADVANCED COMPOSITION

(Prerequisite: EH 102 or equivalent or permission of Department Chairman). This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3*

JRNALISM

101 BASIC WRITING FOR MASS COMMUNICATIONS

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3*

102 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3*

201 REPORTING AND WRITING TECHNIQUES

(Prerequisite: JM 101 and 102 or equivalent or permission of Department Chairman). This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3*

LOGIC

LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3*

SPEECH

SP 101 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking. The student develops poise and confidence through constant practice in presenting various speech materials via many speech experiences. The emphasis also lies on individual development and improvement. 3-0-3*

SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 or equivalent or permission of the Department Chairman). This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech experiences most common to those who frequently are called upon to give speeches in public. 3-0-3*

SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization of the theater especially designed to develop the student's knowledge and appreciation of the theatre arts through an historic and contemporary study of the drama. 3-0-3*

SP 104 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3*

SP 105 FUNDAMENTALS OF STAGECRAFT

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; makeup; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3*

SP 106 ADVANCED STAGECRAFT

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage make-up, costume colors and materials and as it contributes to the overall effect of production. 3-0-3*

SP 202 ACTING

(Prerequisite: SP 104 or special permission of Department Chairman). A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as class room exercises. 3-0-3*

SP 203 ORAL INTERPRETATION

This course emphasizes the basic principles of Oral Interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theatre as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3*

* Lecture-Lab-Credit Hours

Foreign Languages

FACULTY: Butterfield (Chairman), Bloodworth, Gotay, Payne, Perez

MAJORS: Foreign Languages, Foreign Language Teacher.

Foreign Language is a basic requirement for students preparing for careers in: Business Careers abroad, Consular or Diplomatic Service, Importing and Exporting Business, Scientific Research, Specialists in Travel—Tour Conductors—Travel Agents.

COURSE PREFIXES: FH, GN, IN, SH

PROGRAMS:

Occupational aims of students in the Foreign Language Department are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements on page 55, and the requirements of the college where they intend to continue their education.

EVALUATING PREVIOUS STUDY:

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish would be considered to have had the equivalent of 1 1/2 years of college Spanish and would be placed in SH 202.

The student whose native tongue is Spanish, French, German, or Italian is a matter of particular concern to the teachers of foreign language. Such students should be registered for no course under 201. Such students will be permitted to audit a beginning course in their native tongue. A student whose language is one of the four will be permitted to take the courses in conversation.

To satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

COURSE DESCRIPTIONS

FRENCH

FH 101 ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent). This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

FH 201 INTERMEDIATE FRENCH

(Prerequisite: FH 102 Elementary French or equivalent). This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3*

FH 202 INTERMEDIATE FRENCH

(Prerequisite: FH 201 Intermediate French or equivalent). This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3*

FH 213 CONVERSATIONAL FRENCH

(Prerequisite: FH 102 Elementary French or equivalent). Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2*

FH 214 CONVERSATIONAL FRENCH

(Prerequisite: FH 102 Elementary French or equivalent). The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2-0-2*

GERMAN

GN101 ELEMENTARY GERMAN

A basic knowledge of German grammar and composition, drill in pronunciation, simple reading and translation, and familiarity with the life and culture of native speakers of the language are provided in this course. 3-1-3*

GN 102 ELEMENTARY GERMAN

(Prerequisite: GN 101 or equivalent). This course continues the study of German grammar and composition, drill and pronunciation, reading and translation. 3-1-3*

GN 201 INTERMEDIATE GERMAN

(Prerequisite: GN 102 Elementary German or equivalent). This course presents intensive and extensive reading in texts in German, presenting the history, legends, folklore, poetry and literary selections from the greatest German writers. 3-0-3*

GN 202 INTERMEDIATE GERMAN

(Prerequisite: GN 201 Intermediate German or equivalent). This course is a continuation of GN 201 and gives more extensive drill and practice in the techniques of German reading (with and without translation). 3-0-3*

* Lecture-Lab-Credit Hours

101 ELEMENTARY ITALIAN

A basic knowledge of Italian grammar and composition, drill in pronunciation, simple reading and useful everyday conversation; and familiarity with the life and culture of Italy are provided in this course. 3-1-3*

102 ELEMENTARY ITALIAN

(Prerequisite: IN 101 or equivalent). This course is a continuation of the study of Italian grammar composition, and conversation drill and pronunciation, reading and translation. 3-1-3*

201 INTERMEDIATE ITALIAN

(Prerequisite: IN 102). This course presents intensive and extensive reading in texts in Italian, giving the history, legends, folklore, poetry, and literature selections from outstanding Italian writers. 3-0-3*

202 INTERMEDIATE ITALIAN

(Prerequisite: IN 201). This course is a continuation of IN 201 and gives more extensive drill and practice in the techniques of Italian reading (with and without translation). 3-0-3*

ANISH

101 ELEMENTARY SPANISH

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

102 ELEMENTARY SPANISH

(Prerequisite: SH 101 Elementary Spanish or equivalent). The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

201 INTERMEDIATE SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent). Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3*

202 INTERMEDIATE SPANISH

(Prerequisite: SH 201 Intermediate Spanish or equivalent). The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3*

213 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent). Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2*

214 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent). This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2*



Health and Physical Education

FACULTY: Erling (Chairman), Bell, Blanton, Daugherty, Edgerton, Knowlton, McGirt, Quisenberry, Seemayer, Tanner, Waltman

MAJORS: Health Education, Occupational Therapy, Physical Education, Physical Therapy, Recreation

COURSE PREFIXES: HH, PE

PROGRAMS:

HEALTH EDUCATION (A.A.)

		FRESHMAN YEAR		
COURSE	TITLE		SEMESTER	HOURS CRED
AT 110 or	History & Appreciation of Art			2
MC 110	Music Appreciation		(2)	8
BY 101-102	General Biology			6
EH 101-102	Freshman Communications			2
HH 101	Personal & Community Hygiene			3
MS 111	College Algebra			2
PE	Physical Education			6
SS 101-102*	Social Inst.; Political Inst.			3
Electives				
				32

SOPHOMORE YEAR

Y 101	General College Chemistry	4
H	Literature	6
E 101	Elements of Nutrition	3
H 103	First Aid	1
C 101	Art of Thinking	3
S 121	College Trigonometry	3
E	Physical Education	2
Y 201-202	Gen. Psych.; Personality Dev.	6
P 101	Fundamentals of Speech	3
Electives		1
		32

OCCUPATIONAL THERAPY (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
T 112	Arts & Crafts		3	
T 110 or	History & Appreciation of Art		2	
C 110	Music Appreciation	(2)		
Y 101-102	General Biology		8	
H 101-102	Freshman Communications		6	
H 101	Personal & Community Hygiene		2	
S 106	Math. for Gen. Education		3	
	Physical Education		2	
101-102*	Social Inst.; Political Inst.		6	
			32	

SOPHOMORE YEAR

T 101	Design Fundamentals	3
T 105	Ceramics I	2
H	Literature	6
H 103	First Aid	1
	Physical Education	2
101-102	Physical Science	7
Y 201-202	Psychology	6
101	Fundamentals of Speech	3
Electives		2
		32

PHYSICAL EDUCATION, RECREATION (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
T 110	History and Appreciation of Art		2	
Y 101-102	General Biology		8	
H 101-102	Freshman Communications		6	
H 101	Personal & Community Hygiene		2	
H 103	First Aid		1	
	Physical Education		2	
230	Introduction to Physical Education		3	
101-102*	Social Inst.; Political Inst.		6	
Electives			2	
			32	

* PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

AT 112	Arts & Crafts	3
EH	Literature	6
HH 104	First Aid Instructor	1
MC 110	Music Appreciation	2
MC 106	Mathematics for General Education	3
PE	Physical Education	2
PY 201-203	General Psychology; Child Growth & Dev.	6
SP 101	Fundamentals of Speech	3
Electives		6

32

Suggested Electives for Recreation Majors:

AT 105	Ceramics & Enameling	(2)
AT 108	Basic Photography	(2)
SP 105	Fundamentals of Stagecraft	(3)

PHYSICAL THERAPY (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDITS
AT 110	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
CY 101-102	General College Chemistry		8	
EH 101-102	Freshman Communications		6	
HH 101	Personal & Community Hygiene		2	
LC 101	Art of Thinking		3	
MS 121	Trigonometry		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	

32

SOPHOMORE YEAR

BY 101-102	General Biology	8
EH	Literature	6
PE	Physical Education	2
PH 201-202	General Physics	8
PY 201-202	General Psychology; Personality Development	6
Electives:		2

32

* PL 201 or HY 201 may be substituted for SS 102.

COURSE DESCRIPTIONS

HH 101 PERSONAL AND COMMUNITY HYGIENE

This course is concerned with the principles and practices of personal hygiene. Particular attention is given to the physical, mental, and social health of the individual and to his part in healthful family living. Included is the study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. (On the basis of an examination, Health 101 may be waived.) 2-0-2*

HH 103 FIRST AID

This is a combination course in American Red Cross First Aid including both the standard and advanced. Satisfactory completion qualifies the student for the instructor's course offered by the Red Cross. 0-2-1*

* Lecture—Lab—Credit Hours

HH 104 FIRST AID INSTRUCTOR'S COURSE

(Prerequisite: HH 103, First Aid, or the permission of the Department Chairman). This course offers the opportunity for those who have completed Standard and Advanced First Aid to become American Red Cross Instructors. 0-2-1*

PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1*

PE 102 VOLLEYBALL AND BASKETBALL FOR WOMEN

This course covers the skills, rules, and strategy for volleyball and basketball. Opportunity will be given for game practice and officiating. 0-2-1*

PE 103 BADMINTON FOR MEN

This course offers instruction in basic skills and fundamentals with practice in singles and doubles play. 0-2-1*

PE 104 BADMINTON FOR WOMEN

Included in this course are skills, strategy, and application of rules for badminton. 0-2-1*

PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1*

PE 107 GYMNASTICS FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills on the various types of gymnastics apparatus. 0-2-1*

PE 108 RECREATIONAL LEADERSHIP FOR WOMEN

This course includes the theory and practice in team and individual activities with respect to skills, strategy, application of rules, officiating methods, match and tournament organization. 0-2-1*

PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1*

PE 110 STUNTS AND TUMBLING FOR WOMEN

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars, and trampoline. 0-2-1*

PE 111 STUNTS AND TUMBLING FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1*

PE 112 SOCCER AND SOFTBALL FOR WOMEN

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0-2-1*

PE 113 BASKETBALL FOR MEN

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1*

PE 201 ARCHERY (CO-ED)

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1*

* Lecture-Lab-Credit Hours

PE 203 RECREATIONAL GAMES (CO-ED)

This course offers activities of a recreational nature with emphasis on participation in table tennis, croquet, deck tennis and other activities subject to staff approval. 0-2-1*

PE 204 BOWLING (CO-ED)

This course is designed to develop performance and skills in bowling. (Activity card purchased at bookstore-\$18.79). 0-2-1*

PE 205 BEGINNING SWIMMING (CO-ED)

This course is designed to equip the student with basic water safety skills and knowledge. 0-2-1*

PE 206 INTERMEDIATE SWIMMING (CO-ED)

This course provides the student with the opportunity to learn the elements of good swimming. 0-2-1*

PE 207 SENIOR LIFESAVING (CO-ED)

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. (Activity card purchased at bookstore-\$3.75) 0-2-1*

PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm and music. 0-2-1*

PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1*

PE 210 WATER SKIING (CO-ED)

This course is designed to develop elementary performance and skills in water skiing. (Activity card purchased at bookstore-\$25.00) 0-2-1*

PE 211 FOLK AND SQUARE DANCING (CO-ED)

This course includes the study, practice, and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1*

PE 212 GOLF (CO-ED)

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. (Activity card purchased at bookstore-\$13.00) 0-2-1*

PE 213 TENNIS (CO-ED)

This course is designed to provide the student with basic skills, techniques, fundamental strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1*

PE 230 INTRODUCTION TO PHYSICAL EDUCATION

(Prerequisite: Open only to declared PE majors and minors). This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3*

PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN

Included in this course are the exploration, study and application of such creative activities as storytelling, pantomime, interpretive dance, verse choir, creative dramatics and rhythmic games for use with pre-school and primary children. Designed and offered as an in-service course for recency of credit or extension of certificate. 2-2-3*

PE 232 SURVEY OF DANCE

This course includes history, practice, and application of basic dance forms and traditional dance skill, including ballet, creative dance, folk and square dance. 2-2-3*



Home Economics

FACULTY: Holzman (Chairman), Ambrosio, Hall, Prentice

MAJORS: Clothing and Textiles, Dietetics, Fashion, Home Economics Teacher, Homemaker (Tech)

COURSE PREFIXES: HE

PROGRAMS:

CLOTHING AND TEXTILES, DIETETICS, HOME ECONOMICS TEACHER (A.A.)

The suggested curriculum in home economics provides university parallel courses to meet the needs of students who are interested in preparation for professional positions in child development, dietetics, home and family life, teaching, foods, nutrition, merchandising and clothing, and in other related areas.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
101-102	Freshman Communications		6	
	Natural Sciences*		7	
101	Elements of Nutrition		3	
102	Food for the Family		3	
106	Elements of Clothing Construction		3	
106 or 111	Mathematics		3	
	Physical Education		2	
101-102 **	Social Inst.; Political Inst.		6	
			33	

*Child Development and Home and Family Life majors may elect any of the natural science courses to meet the general education requirements.

**PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

AT 110	History & Appreciation of Art	2
EH	Literature	3
HH 101	Personal & Community Hygiene	2
PE	Physical Education	2
PI 101	Introduction to Philosophy	3
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
HY 101	Ancient & Medieval Civilizations	3
CLOTHING MAJORS		
HE 201	Clothing Construction	(3)
HE 203	Costume Selection	(3)
OTHER MAJORS		
Elective		10
		31

HOMEMAKER (A.S.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDITS
AT 210-212	Interior Design I; II	5
BE 105	Typewriting	2
EH 101-102;110	Freshman Communications; Tech. Writing	6
HE 101	Elements of Nutrition	3
HE 106-201	Clothing Construction	6
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
MC 110	Music Appreciation	2
		32

SOPHOMORE YEAR

AT 110	History & Appreciation of Art	2
BA 101	Accounting Principles	3
BE 200	Business Communications	3
EH	Literature	3
HE 102	Food for the Family	3
HE 203	Costume Selection	3
HH 101	Personal & Community Hygiene	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
SS 201	Family Relationships	3
		33

*PL 201 or HY 201 may be substituted for SS 102.

FASHION (A.A.)

This curriculum is for students interested in a career in fashion design, pattern making, textile design, and fashion promotion.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
ART 101	Design I		3	
ART 110	History & Appreciation of Art		2	
	Natural Science		7-8	
HE 101-102	Freshman Communications		6	
HE 106	Clothing Construction		3	
SS 106	Mathematics for General Education		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	

			32-33	

SOPHOMORE YEAR				
ART 103	Drawing I		3	
BA 100	Introduction to Business		3	
BA 204	Principles of Economics		3	
HE	Literature		3	
HE 203	Clothing Selection		3	
HE 101	Personal and Community Hygiene		2	
PE	Physical Education		2	
PSY 201	General Psychology		3	
SP 101	Fundamentals of Speech		3	
Electives**			7	

			32	

* PL 201 or HY 201 may be substituted for SS 102.

** Suggested electives: BE 105, Typewriting; HE 201, Advanced Clothing Construction.

COURSE DESCRIPTIONS:

HE 101 ELEMENTS OF NUTRITION

This course presents fundamental principles, findings, concepts, and applications of normal nutrition. It is open to all students desiring an introductory course in nutrition. 3-0-3*

HE 102 FOOD FOR THE FAMILY

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3*

HE 106 ELEMENTS OF CLOTHING CONSTRUCTION

A study of pattern selection, use of commercial patterns, and the fundamental techniques of sewing are included in this course. 2-2-3*

HE 201 CLOTHING CONSTRUCTION

(Prerequisite: HE 106, Elements of Clothing Construction). Garments may be made of fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. 1-3-3*

HE 203 COSTUME SELECTION

Emphasis is placed upon the principles of design as they apply to modern dress and good taste in ready-to-wear selection. The course includes figure analysis, personal improvement, wardrobe planning, and the selection and use of accessories. 3-0-3*

*Lecture—Lab—Credit Hours



Library

FACULTY: Douglass (Chairman), Brown, Dooley, Foster, Howard, Robert Thomas, Wade, Wood

MAJORS: Librarian (University Parallel), Library Technology (Tech)

COURSE PREFIXES: LT

PROGRAMS:

LIBRARY TECHNOLOGY (A.S.)

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDITS
AT 110	History and App. of Art		2	
BE 105*	Typewriting		2	
EH 101-102 or 110 ..	Freshman Communications; Technical Writing		6	
LT 101-102	Lib. Workroom Procedures; Gen. Lib.Procedures		6	
LT 103	Children's Literature		3	
MC 110	Music Appreciation		2	
PE	Physical Education		2	
PS 101	Survey of Physical Science		3	
SS 101-102	Social Inst.; Political Inst.		6	
			32	

* Students must pass the qualifying typewriting test or pursue BE 105.

SOPHOMORE YEAR

E 101	Office Practice	3
H 201-202	Eng. Lit. to 1800; after 1800	6
H 205	American Lit. to 1865	3
Y 101-102	Anc. & Med. Civilization; Modern Civilization	6
T 104-105	Non-book Materials; Library Practicum	6
E	Physical Education	2
Y 201	General Psychology	3
Electives*		3
		32

* Suggested electives:

1. Students contemplating business or technical library work should take BA 100.
2. Students contemplating medical library work should make the following substitutions:
BY 101-102 for HY 101-102
HH 101 for AT 110 and take BY 255

LIBRARIAN (A.A.)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts programs arranged in consultation with members of the staff.

COURSE DESCRIPTIONS:

T 101 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3*

T 102 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3*

T 103 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. 3-0-3*

T 104 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3*

T 105 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3*

* Lecture—Lab—Credit Hours

Mathematics

FACULTY: Wing (Chairman), Alber, Barton, Bullock, Evans, Foley, Hendrix, Hitchcock, Saile, Schild, Shaw, Sweet, Travis, Yount

MAJORS: Mathematician, Mathematics Teacher

COURSE PREFIXES: MS

PROGRAMS:

MATHEMATICIAN (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDITS
EH 101-102	Freshman Communications		6	
GN 101-102*	Elementary German		6	
MS 204-205	Analytic Geometry and Calculus I,II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus I		4	
SS 101-102**	Social Inst.; Political Inst.		6	
PE	Physical Education		2	
				33

SOPHOMORE YEAR

EH	Literature		3	
GN 201-202*	Intermediate German		6	
MS 206	Analytic Geometry and Calculus III		4	
MS 207	Differential Equations		3	
MS 209	Elementary Linear Algebra		3	
MS 210	Mathematical Programming		2	
PH 206	Physics with Calculus II		4	
HH 101	Personal and Community Hygiene		2	
AT 110	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
PE	Physical Education		2	
				31

MATHEMATICS TEACHER (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDITS
EH 101-102	Freshman Communications		6	
MS 204-205	Analytic Geometry and Calculus I,II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus		4	
SS 101-102**	Social Inst.; Political Inst.		6	
HH 101	Personal and Community Hygiene		2	
EN 101	Introduction to Education		3	
PE	Physical Education		2	
				32

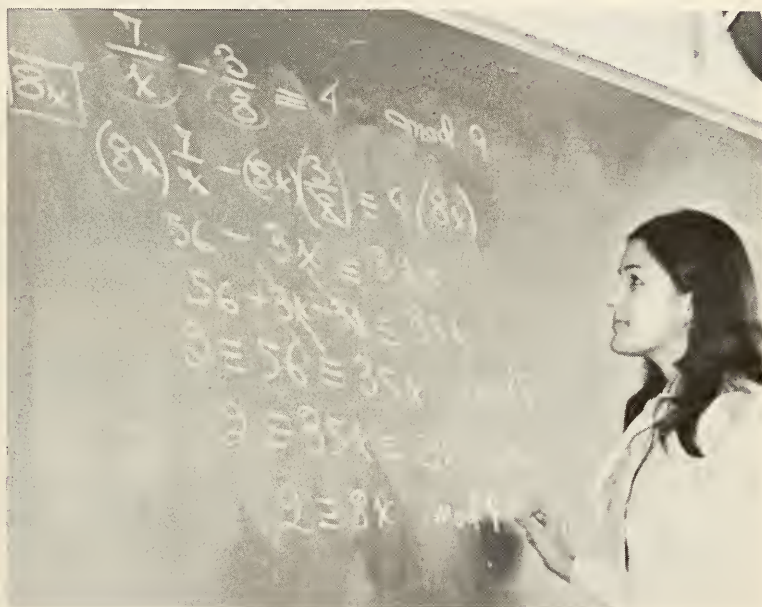
* French may be elected instead of German

** PL 201 or HY 201 may be substituted for SS 102

SOPHOMORE YEAR

.....	Literature	3
206	Analytic Geometry and Calculus III	4
207	Differential Equations	3
209	Elementary Linear Algebra	3
210	Mathematical Programming	2
206	Physics with Calculus II	4
201	General Psychology	3
110	History & Appreciation of Art	2
or		
110	Music Appreciation	(2)
.....	Physical Education	2
Electives*		6
		32

*Suggested electives: SP 101, LC 101.



COURSE DESCRIPTIONS:

101 BASIC ALGEBRA (Offered as MS 107 in 1966-67)

(Prerequisite: Adequate score on placement test). This course is a study of basic algebra designed to prepare the student for MS 111, College Algebra. Topics included are sets of integers, algebraic expressions, simple equations, factoring and quadratic equations, fractions and fractional equations, functional relationships, measurements, logarithms, variations, and introduction to mathematics of sets. 3-0-3*

103 ELEMENTARY TECHNICAL MATHEMATICS I

This course and MS 104 Elementary Technical Mathematics II form a sequence to be offered to those Electronics Technology majors who do not qualify for MS 111. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3*

* Lecture—Lab—Credit Hours

MS 104 ELEMENTARY TECHNICAL MATHEMATICS II

(Prerequisite: MS 103 or MS 101). This is the second course of the sequence offered those Electronics Technology majors who do not qualify for MS 111. Topics included as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3*

MS 106 MATHEMATICS FOR GENERAL EDUCATION

(Students making inadequate scores must enroll in sections meeting 5 times per week). This course stresses the fundamental concepts and applications of mathematics. Topics include logical systems, arithmetic, number bases and groups, algebra, graphing, functions, exponents and algebraic techniques, and statistics. 3-0-3* or 5-0-3*

MS 111 COLLEGE ALGEBRA

(Prerequisite: MS 101 or adequate score on placement test). Included in this course are the properties of the real number system, polynomials, exponents, equations and inequalities, relations and functions, matrices and determinants, sequences and series and probability. 3-0-3*

MS 121 COLLEGE TRIGONOMETRY

(Prerequisite: MS 111 or adequate score on placement test). This is a study of trigonometric functions of angles and of real numbers, multiple and half-angle formulas, trigonometric equations and identities, logarithmic solutions to right and oblique triangles, inverse trigonometric functions and complex numbers. 3-0-3*

MS 204 ANALYTIC GEOMETRY AND CALCULUS I

(Prerequisite: MS 121, or adequate score on placement tests). This is the first course of a three-term sequence which unifies plane and solid analytic geometry with the calculus. Topics included are differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions, vectors, plane analytic geometry and families of curves. 4-0-4*

MS 205 ANALYTIC GEOMETRY AND CALCULUS II

(Prerequisite: MS 204). This is the second course of the three-term sequence. Topics included are techniques of integration, basic theorems and concepts of calculus theory, applications, differentials, length of arc, line integrals, centroids, improper integrals and polar coordinates. 4-0-4*

MS 206 ANALYTIC GEOMETRY AND CALCULUS III

(Prerequisite: MS 205). This is the third course of the three-term sequence. Topics included are solid analytic geometry, partial differentiation, applications of integral calculus in three space, multiple integrals, infinite series and an introduction to differential equations. 4-0-4*

MS 207 DIFFERENTIAL EQUATIONS

(Prerequisite: MS 206). Topics included are ordinary differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. 3-0-3*

MS 208 ELEMENTARY STATISTICS AND PROBABILITY

(Prerequisite: MS 111 or MS 106). This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3*

MS 209 ELEMENTARY LINEAR ALGEBRA

(Prerequisite: MS 205). A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3-0-3*

MS 210 MATHEMATICAL PROGRAMMING

(Prerequisite: MS 204). This is a course in computer programming primarily for Engineering, Mathematics and Physics majors. Emphasis is on the algorithmic approach to scientific programming through the use of Fortran. 2-0-2*



Music

ACULTY: Royce (Chairman), Adams, Albee, Butterworth, Gross, Pryweller

MAJORS: Music (Tech), Music, Music Education

COURSE PREFIXES: MC

PROGRAMS:

MUSIC (A.S.)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic preparation in music and is especially designed to assist those actively engaged in teaching or performing music.

The non-music electives in the program may be selected so as to best benefit the student in his particular area of specialization, such as sacred music, commercial-popular music, and teaching private students.

		FRESHMAN YEAR			
COURSE	TITLE	SEMESTER	HOURS	CREDIT	
H 101-102 or 110 ..	Freshman Communications; Technical Writing		6		
C 103	Music Fundamentals		3		
C 110	Music Appreciation		2		
C	Applied Music		6		
E	Physical Education		2		
S 101-102*	Social Inst.; Political Inst.		6		
P 101 or SP 103 ...	Fundamentals of Speech or Intro. to Theatre .		3		
Electives			4		
			32		

* PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

HH 101	Personal & Community Hygiene	2
MC 101-102	Music Theory	6
MC 191-192	Sight Singing	2
MC	Applied Music	6
MC 213	Conducting	2
PE	Physical Education	2
PY 201	General Psychology	3
AT 110	History and Appreciation of Art or a Literature course	(2) 3
Electives		6
		31-32

MUSIC, MUSIC EDUCATION (A.A.)

This course of study is for students in all areas of music specialization, including Applied Music, Composition, Music Education, Music History and Literature, Music Merchandising, Music Theory, Music Therapy, and Sacred Music.

Composition and Music Education Majors should add MC 226, MC 227, MC 228, and MC 229, and Music Organization to the program listed below.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
PS 101	Physical Science		3	
EH 101-102	Freshman Communications		6	
MC 101-102	Music Theory		6	
MC	Applied Music		4	
MC 110	Music Appreciation		2	
MC 191-192	Sight Singing		2	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
HH 101	Personal & Community Hygiene		2	
				33

*PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

EH	Literature	3
MC 201-202	Music Theory	6
MC 203-204	Keyboard Harmony	2
MC	Applied Music	4
MC 291-292	Sight Singing	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
BY 101	General Biology	4
	General Education Electives	7
		33

COURSE DESCRIPTIONS:

C 101 MUSIC THEORY

(Co-requisite: MC 191). This course includes study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3*

C 102 MUSIC THEORY (Prerequisite: MC 101 or equivalent. Co-requisite: MC 192, Sight Singing). This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3*

C 103 FUNDAMENTALS OF MUSIC

This is an introductory course in music theory and music skills for classroom teachers and others interested in music fundamentals. 3-0-3*

C 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.† 0-3-1.*

C 106 CONCERT BAND

This is a continuation of MC 105.† 0-3-1*

C 107 COLLEGE SINGERS

Membership is open to all students who like to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella words are included. Students may enroll for credit or non-credit. †0-3-1*

C 108 COLLEGE SINGERS

This is a continuation of MC 107.† 0-3-1*

C 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 2-0-2*

C 115 HISTORY AND APPRECIATION OF MUSIC (Foreign Study)

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis for intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Pre-flight seminars are given to make the travel a valid educational experience. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MC 110. A special fee is charged. Three credit hours.

C 121 APPLIED MUSIC

(One half-hour lesson a week). Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola, Cello, String Bass, Flute, Clarinet, Saxophone, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 1-0-1*

C 122 APPLIED MUSIC

This is a continuation of MC 121. 1-0-1*

*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

MC 123 APPLIED MUSIC

(Two half-hour lessons a week) See description MC 121. 2-0-2*

MC 124 APPLIED MUSIC

This is a continuation of MC 123. 2-0-2*

MC 131 APPLIED MUSIC-VOICE

(One half-hour lesson a week. Prerequisite: MC 141 or equivalent). Private instruction in voice. 1-0-1*

MC 132 APPLIED MUSIC-VOICE

(One half-hour lesson a week). This is a continuation of MC 131. 1-0-1*

MC 133 APPLIED MUSIC-VOICE

(Two half-hour lessons a week). Private instruction in voice. 2-0-2*

MC 134 APPLIED MUSIC-VOICE

(Two half-hour lessons a week). This is a continuation of MC 133. 2-0-2*

MC 141 CLASS VOICE

This course includes instruction in tone production, diction, music reading, and repertoire. Each student is given opportunity for individual aid. 0-2-1*

MC 142 CLASS VOICE

(Prerequisite: MC 141 or equivalent). This course is a continuation of MC 141. 0-2-1*

MC 151 CLASS PIANO

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1*

MC 152 CLASS PIANO

(Prerequisite: MC 151 or equivalent). This course is a continuation of MC 151. 0-2-1*

MC 161 CLASS GUITAR

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises and music reading. 0-2-1*

MC 162 CLASS GUITAR

(Prerequisite: MC 161 or equivalent). This course is a continuation of MC 161. 0-2-1*

MC 191 SIGHT SINGING

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1*

* Lecture—Lab—Credit Hours

C 192 SIGHT SINGING

(Prerequisite: MC 191 or equivalent). This course is a continuation of MC 191. 0-2-1*

C 201 MUSIC THEORY

(Prerequisite: MC 102 or equivalent. Co-requisite: MC 291). This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3*

C 202 MUSIC THEORY

(Prerequisite: MC 201 or equivalent. Co-requisite: MC 292). This course is a continuation of MC 201, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3*

C 203 KEYBOARD HARMONY

(Prerequisites: MC 102 and MC 122 or the equivalents). This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1*

C 204 KEYBOARD HARMONY

(Prerequisite: MC 203 or equivalent). This course is a continuation of MC 203. 0-2-1*

C 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106.† 0-3-1*

C 206 CONCERT BAND

A continuation of MC 205.† 0-3-1*

C 207 COLLEGE SINGERS

This is a continuation of MC 108.† 0-3-1*

C 208 COLLEGE SINGERS

This is a continuation of MC 207.† 0-3-1*

C 213 CONDUCTING

This is a course in the basic techniques of choral and instrumental conducting that is especially designed for the student in the two-year technical program in music. It is an introduction to conducting techniques, score reading and interpretation. 2-0-2*

C 221 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 122. 1-0-1*

C 222 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 221. 1-0-1*

C 223 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 123. 2-0-2*

C 224 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 223. 2-0-2*

C 226 BRASS TECHNIQUES

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following:

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba

0-2-1*

A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree.

Credit received for participation may be in addition to normal academic load.

Lecture—Lab—Credit Hours

MC 227 WOODWIND TECHNIQUES

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following:

- A. Clarinet
- B. Flute
- C. Saxophone 0-2-1*

MC 228 STRING TECHNIQUES

This course provides basic instruction in string instruments.

Music Education majors are required to have instruction in one of the following:

- A. Violin
- B. Viola
- C. Cello
- D. String Bass 0-2-1*

MC 229 PERCUSSION TECHNIQUES

This course provides class instruction in the basic percussion instruments and is required for Music Education majors. 0-2-1*

MC 231 APPLIED MUSIC-VOICE

(One half-hour lesson a week). This is a continuation of MC 132, Applied Music-Voice. 1-0-1*

MC 232 APPLIED MUSIC-VOICE

(One half-hour lesson a week). This is a continuation of MC 231, Applied Music-Voice. 1-0-1*

MC 233 APPLIED MUSIC-VOICE

(Two half-hour lessons a week). This is a continuation of MC 134, Applied Music-Voice. 2-0-2*

MC 234 APPLIED MUSIC-VOICE

(Two half-hour lessons a week). This is a continuation of MC 233, Applied Music-Voice. 2-0-2*

MC 251 CLASS PIANO

(Prerequisite: MC 152 or equivalent). This course is a continuation of MC 152. 0-2-1*

MC 252 CLASS PIANO

(Prerequisite: MC 251 or equivalent). This course is a continuation of MC 251. 0-2-1*

MC 291 SIGHT SINGING

(Prerequisite: MC 192 or equivalent). This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1*

MC 292 SIGHT SINGING

(Prerequisite: MC 291 or equivalent). This course is a continuation of MC 291. 0-2-1*

MC 071 STAGE BAND

This organization provides opportunities for the student to become acquainted with techniques and styles of contemporary popular music and jazz. Members are selected by auditions. Two rehearsals weekly. No credit.

MC 072 STRING ENSEMBLE

This organization affords the student an opportunity to perform various chamber music media. Two rehearsals weekly. No credit.

* Lecture—Lab—Credit Hours



Nursing

ACULTY: Smiley (Chairman), Earnest, Erickson, Huneke, Mackenzie, Morgan, Reinecke

MAJORS: Nursing, Pre-Nursing

COURSE PREFIXES: HC, NG

PROGRAMS:

NURSING (A.S.)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area. In addition to the records required by the Registrar, each applicant is required to furnish a copy of her birth certificate.

COURSE	TITLE	FRESHMAN YEAR			HOURS	CREDIT
		SEMESTER	Fall Term	Winter Term		
151-152	Anatomy & Physiology	3	3			
156	Microbiology			3		
100	Intro. to Chemistry	3				
101-102 or 110	Freshman Communications	3		3		
101	Elements of Nutrition	3				
101	Fundamentals of Nursing	3				
102-103	Medical & Surgical Nursing			3		5
	Physical Education	1	1			
201	General Psychology			3		
			16	16		5

SOPHOMORE YEAR

NG 201	Medical & Surgical Nursing	7	
NG 202-203	Maternal & Child Care	3	7
NG 204* or			
Elective **	Psychiatric Nursing	3	3
NG 205	Nursing Trends		2
PE	Physical Education	1	1
SS 101-102†	Social Inst.; Political Inst.	3	3
		17	16

*Half of the class will take NG 204 in the fall and elective in the winter. The other half of the class will reverse the sequence.

**Elective includes one of the following: Art Appreciation, Music Appreciation, Literature.

†PL 201 or HY 201 may be substituted for SS 102.

PRE-NURSING (A.A.)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses in Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
CY 101-102	General Chemistry		4	4
EH 101-102	Freshman Communications		3	3
BY 156	Microbiology			3
HH 101	Personal & Community Hygiene		2	
MS 106	Math for General Education			3
PE	Physical Education		1	1
SS 101-102*	Social Inst.; Political Inst.		3	3
Elective			3	
			16	17

SOPHOMORE YEAR

AT 110	History and Appreciation of Art			2
or				
MC 110	Music Appreciation			(2)
BY 151-152	Anatomy & Physiology		3	3
EH	Literature			3
HE 101	Elements of Nutrition		3	
HY 101	Ancient & Medieval Civilizations		3	
or				
HY 201	U.S. History to 1865			(3)
HY 102	Modern Civilizations			3
or				
HY 202	U.S. History from 1865			(3)
PE	Physical Education		1	1
PY 201	General Psychology		3	
PY 202	Personality Development			3
SP 101	Fundamentals of Speech		3	
			16	15

* PL 201 or HY 201 may be substituted for SS 102

COURSE DESCRIPTIONS:

C 101 HEALTH CARE MANAGEMENT

This course is an introduction to health care management including history, theories, trends, and philosophies of nursing homes. The role and scope of the administrator will be emphasized. 3-0-3*

C 102 HEALTH CARE MANAGEMENT

(Prerequisite: HC 101). This course is a continuation of HC 101 with emphasis on the role of the administrator in relation to patient service in the nursing home and the nursing home as a health agency. 3-0-3*

G 101 FUNDAMENTALS OF NURSING

(Co-requisites: CY 100 or 101 and BY 151). This course is an orientation to the field of nursing and includes basic concepts and procedures. Emphasis is placed on normal health needs, defining nursing problems and application of techniques in the laboratory. Offered in the fall term. 1-6-3*

G 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101). This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the winter term. 1-6-3*

G 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102). This is a continuation of NG 102. Offered in the first session of the spring term only. 3-6-5*

G 201 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 103). This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult. Offered in the fall term only. 4-9-7*

G 202 MATERNAL AND CHILD CARE

(Co-requisite: NG 201). This course is family centered. Emphasis is placed on normal aspects of the maternity cycle and prevention of complications. In child care, emphasis is placed on normal growth and development of the child from infancy through adolescence and on individualized care in health and disease. Offered in the fall term. 2-3-3*

G 203 MATERNAL AND CHILD CARE

(Prerequisite: NG 202). This is a continuation of NG 202. Clinical experience in individualized care is included. Offered in the winter term. 3-12-7*

G 204 PSYCHIATRIC NURSING

(Co-requisite: NG 201). This is a study of the nurse's role in the care of psychiatric patients with emphasis on the development of interpersonal relations and application of nursing principles. Offered in both the fall and winter terms. 1-6-3*

G 205 NURSING TRENDS

(Prerequisite: NG 201). Current developments in nursing and the responsibilities of the nurse will be included in this course. Offered in the winter term. 2-0-2*

* Lecture—Lab—Credit Hours

Social Science

FACULTY: Bottosto (Chairman), Becherer, Dampier, D'Angio, Davies, Edmond Forshay, Freedman, Hicks, Kochel, Matthews, Mayock, Meldon, Myatt, Payne, Pugh, Sutherland, Tucker, Tuttle

MAJORS: Early Childhood Education, Elementary Teacher, Geography, Government and Foreign Service, History, Law Enforcement, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology—Guidance, Social Science, Social Science Teacher, Teacher Aides, Welfare Worker

COURSE PREFIXES: EN, GY, HY, PI, PL, PO, PY, RN, SS, TA

PROGRAMS:

Social Science is essentially a study of human society—that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals—in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions.

The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is on programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, students are expected to complete the General Education requirements outlined on pages 56-58, and to select those additional courses of special interest to them in meeting not only their immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.

EARLY CHILDHOOD EDUCATION (A.A.)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in Early Childhood Education, a cooperative program in Early Childhood Education for directors and teachers of public, private, and church-related nursery schools, kindergartens and day-care centers has been developed by Palm Beach Junior College in conjunction with Florida Atlantic University. The program is planned to provide work for teachers in service who do not hold a degree and who have not had the necessary training in Early Childhood Education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

THE COURSES TO BE TAKEN AT PALM BEACH JUNIOR COLLEGE INCLUDE:

	General Education Requirements	36
	(See pages 56-58 of College Catalog)	
HE 105	Nutrition	3
Y 201	General Psychology	3
Y 203	Child Growth & Development	3
SS 201	Family Relationships	3
P 101	Fundamentals of Speech	3
MC 103	Fundamentals of Music	3
AT 112	Arts & Crafts	3
E	Physical Education	2
Electives*		5
		64

*Suggested electives: PY 202 Personality Development,
DA 102 Stagecraft, or
DA 201 Acting

EDUCATION (ELEMENTARY LEVEL) (A.A.)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History and Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
	Natural Sciences*		7-8	
H 101-102	Freshman Communications		6	
N 101	Introduction to Education		3	
SS 106	Mathematics for General Education		3	
E	Physical Education		2	
P 101	Fundamentals of Speech		3	
SS 101-102**	Social Inst.; Political Inst.		6	
	*PL 201 or HY 201 may be substituted for SS 102.		32-33	
	**See Natural Science choices in General Education requirements.			

SOPHOMORE YEAR				
H	Literature		6	
Y 101	Principles of Geography & Conservation		3	
H 101	Personal & Community Hygiene		2	
Y 101-102	Ancient & Medieval Civ.; Modern Civ.		6	
E	Physical Education		2	
Y 201	General Psychology		3	
Y 203	Child Growth and Development		3	
Electives†			8-9	
			33-34	

†Suggested electives: Foreign Languages, LC 101, PY 202.

EDUCATION (SECONDARY LEVEL) (A.A.)

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

GENERAL SOCIAL SCIENCE¹, GEOGRAPHY², GOVERNMENT-FOREIGN SERVICE HISTORY⁴, POLITICAL SCIENCE⁵, SOCIAL SCIENCE TEACHER⁶, WELFARE WORKER⁷, (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CRED
EH 101-102	Freshman Communications		6	
SS 101-102*	Social & Political Institutions		6	
BY 101-102	General Biology		7-8	
or				
PS 101-102	Physical Science	(7)		
MS 106	Math for General Education		3	
MS 208	Statistics		3	
AT 110	History & Appreciation of Art.		2	
or				
MC 110	Music Appreciation	(2)		
PE	Physical Education		4	
HH 101	Personal and Community Hygiene		2	
EH	Literature		3	
	Foreign Languages-Spanish, French, German		12	
Electives			16	
				64-65

*PL 201 or HY 201 may be substituted for SS 102.

1. Recommended electives: BA 204, HY 101-102, PI 101, GY 101, PY 201, SP 101.
2. Recommended electives: GY 101, HY 101-102, HY 201-202, SS 205, PY 201, M 111, MS 121, CL 211, CL 212, CL 213, CL 220, CL 230, BA 204, BA 205.
3. Recommended electives: SP 101, HY 101-102, HY 201-202, HY 211-212, SS 205, GY 101, PL 201-202, BA 204, EH 203-204.
4. Recommended electives: HY 101-102, HY 201-202, HY 211-212, GY 101, SS 205, RN 201, PL 201.
5. Recommended electives: HY 101-102, HY 201-202, SS 205, GY 101, BA 204, PL 101.
6. Recommended electives: HY 101-102, GY 101, SS 205, HY 201-202, BA 204, PL 201-202, PO 100, PY 201, PY 203, EN 101, SP 101, SS 210.
7. Recommended electives: HY 101-102, SS 201, PL 202, PO 100, PY 201, PY 202, PL 203, PI 101, HE 102, HE 106, HY 201, HY 202, PL 201, SP 101, SS 210.

Note: Senior college choice may necessitate some changes, including a rearrangement of the program.

LAW ENFORCEMENT (A.S.)

This course of study is open to both men and women students and provides the necessary preparation for beginning employment in various law enforcement fields. Courses are conducted in both day and evening classes. Students are reminded that most law enforcement agencies require a minimum age of 21 years (except clerical assistants) before employment is possible. The program, as outlined here, leads to graduation with an Associate in Science Degree.

Candidates for an A.A. Degree in a university parallel program will complete 64 semester hours program of study designed to permit transfer to Bachelor Degree programs at specific universities. Program of study will consist of 6 to 18 hours credit of law enforcement courses, general education subjects, and electives to conform with the program offered at the university.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
H 101-102 or 110	Freshman Communications; Tech. Writing		6	
E	Physical Education		2	
O 100	Introduction to Law Enforcement		3	
S 106	Mathematics for General Education		3	
	Natural Sciences		3-4	
O 101-102	Police Administration		6	
P 101	Fundamentals of Speech		3	
P 102	Public Speaking		3	
S 101	Social Institutions		3	

			32-33	

SOPHOMORE YEAR				
H 101	Personal & Community Hygiene		2	
H 103	First Aid		1	
E	Physical Education		2	
L 201	American Natl. Government		3	
L 202	American State & Local Government		3	
D 202	Criminal Investigation		3	
D 203	Law of Arrest, Search, & Seizure		3	
D 204	Criminal Law		3	
Y 201	General Psychology		3	
S 210	American Social Problems		3	
H 101-102	Elementary Spanish		6	

			32	

PRE-LAW (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
H 101-102	Freshman Communications		6	
S 106	Mathematics for General Education		3	
E	Physical Education		2	
P 101	Fundamentals of Speech		3	
S 101-102	Social Inst.; Political Inst.		6	
Y 101-102	General Biology		8	
or				
Y 101-102	General College Chemistry	(8)		
or				
S 101	Survey of Physical Science	(3)		
	and BY 101 or 102 or CY 101 or 102	(4)		
	Foreign Language		6	

			33-34	

SOPHOMORE YEAR				
H	Literature		6	
T 110	History and Appreciation of Art		2	
or				
C 110	Music Appreciation	(2)		
C 101	Art of Thinking		3	
L 201-202	Amer. Nat'l Gov.; State, Local Gov.		6	
Y 201-202	U. S. History to 1865; 1865 to present		6	
E	Physical Education		2	
H 101	Personal & Community Hygiene		2	
	Foreign Language		6	

			33	

PRE-MINISTRY AND PHILOSOPHY (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CRED
EH 101-102	Freshman Communications		6	
BY 101	General Biology		4	
SS 101	Social Institutions		3	
RN 101	Old Testament		2	
MC 110	Music Appreciation		2	
PI 101	Introduction to Philosophy		3	
HH 101	Personal & Community Hygiene		2	
MS 106	Mathematics		3	
PE 101	Team Activities for Men		1	
PE 203	Recreational Games (Coed)		1	
	Modern Foreign Language			
	Spanish, French, or German		6	
			---	33

SOPHOMORE YEAR

EH 201	English Literature to 1800		3	
PS 101	Physical Science		3	
PL 201	American National Government		3	
RN 102	New Testament		2	
PY 201	General Psychology		3	
RN 201	Religions of World		3	
PE 205	Beginning Swimming		1	
PE 207	Senior Life Saving		1	
SP 101	Fundamentals of Speech		3	
	Modern Foreign Language --			
	Spanish, French, or German		6	
Electives *			3	
			---	31

* Recommended electives: MC 213, SS 201, PY 202, PI 102.

PSYCHOLOGY-GUIDANCE (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CRED
EH 101-102	Freshman Communications		6	
SS 101-102*	Social & Political Institutions		6	
BY 101-102	General Biology		8	
MS 106 (or higher)	Math for General Education		3	
MS 208	Statistics		3	
PY 201	General Psychology		3	
PY 202	Personality Development		3	
PY 203	Child Growth & Development		3	
PE	Physical Education		4	
HH 101	Personal & Community Hygiene		2	
AT 110	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
EH	Literature		3	
	Foreign Languages-Spanish, French, or German		12	
Electives**			6	
			---	64

* PL 201 or HY 201 may be substituted for SS 102.

** Recommended electives: EN 101, SS 201, PI 101, SP 101, BY 203, HY 101-102, BY 151.

Note: Senior college choice may necessitate some changes, including a rearrangement of the program.

TEACHER AIDES AND EFFECTIVE TEACHING (A.S.)

Teacher aides constitute a rapidly growing segment of the educational family. The practice of employing teacher aides—auxiliary personnel whose function is to assist teachers—has become widespread in the State of Florida. The Teacher Aide course of study at Palm Beach Junior College is designed to prepare interested high school graduates in pursuing a specialized program which would equip them to function effectively as assistants to professionally qualified teachers at various instructional levels.**

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
H 101-102	Freshman Communications		6	
H 101	Personal and Community Hygiene		2	
S 106	Mathematics for General Education		3	
S 112	Arts and Crafts		3	
E 105	Typewriting		2	
103	Children's Literature		3	
104	Non-Book Materials		3	
203	Child Growth and Development		3	
201	General Psychology		3	
110	Art Appreciation		2	
or				
C 110	Music Appreciation	(2)		
	Physical Education		2	
			34	

* May take test and if proficient may elect MC 110 or AT 110.

SOPHOMORE YEAR				
S 101-102	Social Institutions			
	Political Institutions		6	
201	English Literature to 1660		3	
or				
203	World Literature to 1600	(3)	3	
or				
205	American Literature to 1865	(3)	3	
101-102	Survey of Physical Science		7	
231	Creative Activities		3	
	Physical Education		2	
101	Office Practice		3	
101	Elementary School Resources		3	
102	Elementary School Procedures		3	
103	Internship		3	
			39	

*PL 201 or HY 201 may be substituted for SS 102.

** Transfer is possible from the A.S. Degree Program to the A.A. Degree Program leading to professional preparation for teaching.

COURSE DESCRIPTIONS:

EN 101 INTRODUCTION TO EDUCATION

This course provides an introduction to the fundamental principles in education. It includes historical view, aims and methods of education, the curriculum, the pupil population, the educative process, and teaching as a profession. The philosophical bases of American public education are explored, with special emphasis and consideration given to the organization and operation of the public schools of Florida. 3-0-3*

GY 101 PRINCIPLES OF GEOGRAPHY AND CONSERVATION

This course provides an introduction to the principles of geography on a worldwide basis. The numerous inter-relationships of human life and the natural environment are a central concern. The economic inter-relationships, with emphasis upon conservation or wise resource use, are stressed. A special unit on conservation of Florida's natural resources is included. 3-0-3*

HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3*

HY 102 MODERN CIVILIZATIONS

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3*

HY 201 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3*

HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3*

HY 211 LATIN AMERICAN HISTORY—COLONIAL PERIOD

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Columbian era, it proceeds through the discovery, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in development. 3-0-3*

HY 212 LATIN AMERICAN HISTORY—NATIONAL PERIOD

This course begins with the background of the Wars for Independence and proceeds to present-day Latin America. It surveys the histories of the countries of Latin America dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3*

* Lecture—Lab—Credit Hours

I 101 INTRODUCTION TO PHILOSOPHY

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3—0—3*

I 102 MAJOR MORAL THEORIES

(Prerequisite: PI 101). This course involves an exploration of the role of the major theories of the good life in influencing decision making by individuals and by society. 3—0—3*

L 201 AMERICAN NATIONAL GOVERNMENT

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3—0—3*

L 202 AMERICAN STATE AND LOCAL GOVERNMENT

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, inter-state relationships, government regulations, operation of public utilities and public planning. 3—0—3*

O 100 INTRODUCTION TO LAW ENFORCEMENT

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3—0—3*

O 101 POLICE ADMINISTRATION

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning, and training. 3—0—3*

O 102 PATROL OPERATIONS (Prior to 1969 was Police Adm. II.)

The concern in this course is with the efficient organization, administration, and operation of the police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3—0—3*

O 202 CRIMINAL INVESTIGATION

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, court room techniques and demeanor. 3—0—3*

O 203 LAW OF ARREST, SEARCH, AND SEIZURE

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3—0—3*

* Lecture—Lab—Credit Hours

PO 204 CRIMINAL LAW

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3*

PY 201 GENERAL PSYCHOLOGY

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3*

PY 202 PERSONALITY DEVELOPMENT

(Prerequisite: PY 201, General Psychology or permission of the instructor). This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then applied in turn to the understanding of personality traits, to the dynamic structure of personality as a whole, and to the interaction and structure of the environment. Because the goals of the science include the control of personality, as well as an understanding of its mechanisms, applications to personal and social problems are considered within this framework. 3-0-3*

PY 203 CHILD GROWTH AND DEVELOPMENT

(Prerequisite: PY 201, General Psychology or permission of the instructor). This course offers an approach to the study of children. It includes a survey of problems, principles and achievements in the field of psychology as these contribute to the personal development and general welfare of the individual in his relationship to the social world, scientific method, biological foundation of behavior, personality, motivation, emotions, individual differences and reactions to conflict. The course will require observations of children from the pre-school through the high school levels. 3-0-3*

RN 101 THE OLD TESTAMENT

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 2-0-2*

RN 102 THE NEW TESTAMENT

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 2-0-2*

RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3*

* Lecture—Lab—Credit Hours

S 101 SOCIAL INSTITUTIONS

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3*

S 102 POLITICAL INSTITUTIONS

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3*

S 201 MARRIAGE AND FAMILY RELATIONSHIPS

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3*

S 205 INTRODUCTION TO SOVIET STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3-0-3*

S 205 INTRODUCTION TO SOVIET STUDIES (FOREIGN STUDY)

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. The study is accomplished on a tour behind the iron curtain. A special fee is charged. 3-0-3*

S 210 AMERICAN SOCIAL PROBLEMS

(Prerequisite: SS 101). This course explores some of the major social problems now confronting American society—such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3*

A 101 ELEMENTARY SCHOOL RESOURCES

A course designed to acquaint the student with resources available to the elementary school teacher. School and community resources should be explored. Class periods should be arranged. One-semester course. 2-2-3*

A 102 ELEMENTARY SCHOOL PROCEDURES

A seminar course designed to acquaint the student with the schedule, the plant, and other aspects of the elementary school and its program. The course should be scheduled for meetings at the cooperating school, and college. The class schedule should be arranged. One-semester course. 3-6-6*

A 103 INTERNSHIP

This course should serve to introduce both the aide and the teacher to the teacher-aide program in operation. Each participant should investigate her special duties and attempt to identify problems to be solved before the completion of the program. This course requires the close cooperation of the director, the cooperating teacher, and the aide-trainee. The hours should be arranged. One semester. 0-6-3*

* Lecture—Lab—Credit Hours

Extension Classes

Palm Beach Junior College offers extension classes in Belle Glade, Florida. Information concerning these classes may be obtained from the Coordinator of Evening Classes. Following are current offerings.

HE 101	Elements of Nutrition
PO 202-90	Criminal Investigation
PY 201-10	General Psychology
PY 203-10	Child Growth & Development

The amount of extension work for which students will be allowed credit toward a degree at Palm Beach Junior College shall not exceed one fourth of the amount required for the degree, i.e., 16 semester hours of extension credit if the degree requirement is 64 semester hours.

All work listed on Palm Beach Junior College transcripts taught by extension will have an "E" after the title of the course for identification purposes.

Workshops

Palm Beach Junior College offers a varied program of short-term, non-credit workshops and seminars as a community service. These special classes are scheduled throughout the year at a nominal fee. For information, write the Coordinator of Evening Classes. Following is a current list.

AT 070	Art Workshop
BA 060	CLU I
BA 061	CLU II
BA 062	CLU III
BA 063	CLU IV
BA 065	Fire & Casualty Insurance
BA 070	Accounting Workshop
BA 090	Small Business Administration
DH 091	Periodontics for Dental Hygienists
DH 092	Dental Radiology for the Dental Hygienist
DH 093	Dental Radiology for the Dental Assistant
DH 094	Physiology of Occlusion for the Dental Technician
DH 095	Dental Research
HE 060	Family Income Management
HE 061	Buying In Today's Market
HM 070	Restaurant-Hotel Service Management
ML 060	Materials Testing Workshop
PO 070	Police In-Service Training I
PO 071	Police In-Service Training II
PO 072	Police In-Service Training III
PO 073	Police In-Service Training IV
PR 070	Florida Game & Fish Workshop
PY 060	Understanding Parent-Child Relationships
SP 060	Theatre Arts Workshop I
SP 061	Theatre Arts Workshop II
SS 060	Introduction to Afro-American Studies

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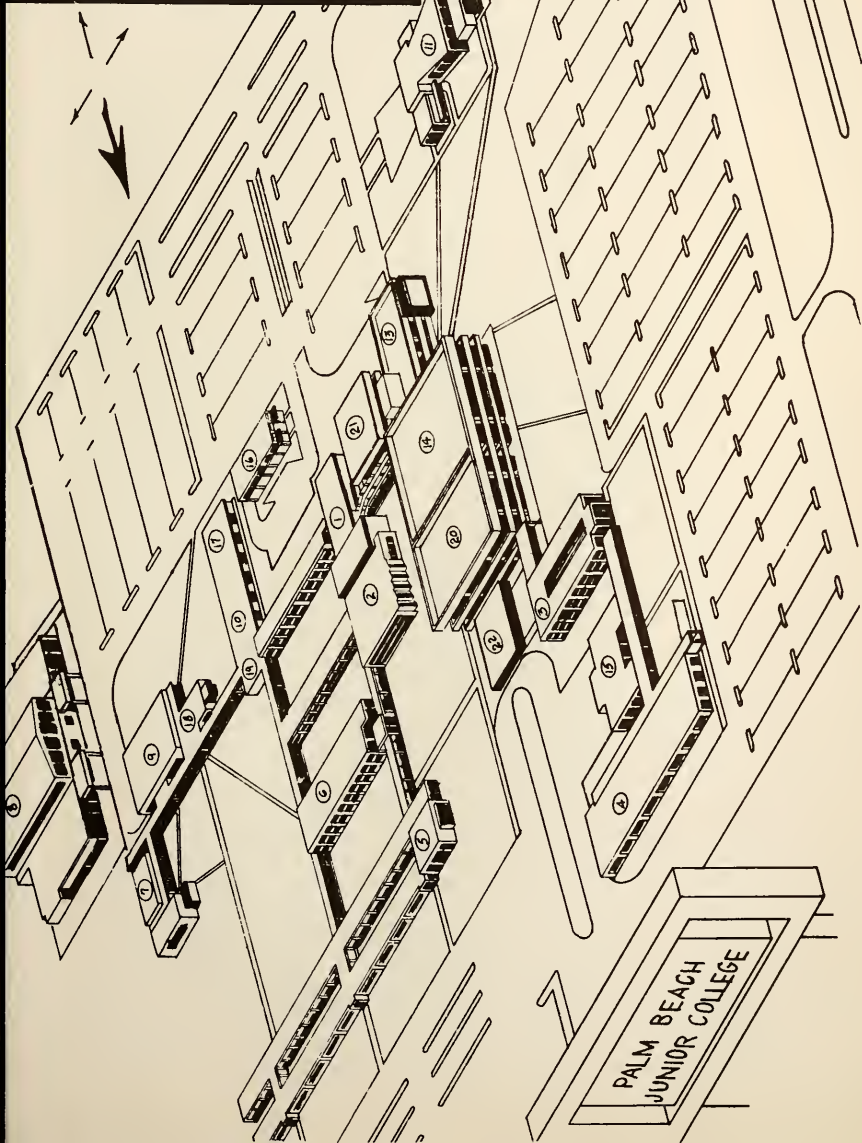
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